

**BOARD OF SELECTMEN
MEETING MINUTES
January 3, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened Session at 7:05 p.m.

Transfer of Liquor License from LINFU, Inc., d/b/a Rose Garden to Liangfeng, Inc., d/b/a Rose Garden, 1 Southville Road, Southborough, MA, Liangfeng Chen, Manager and Approval of Common Victualler License and Public Entertainment on Sunday license. Attorney Kenneth Fowler was present representing his client, Liangfeng Chen, who will be buying the Rose Garden restaurant. Attorney Fowler explained that Mr. Chen has worked in the restaurant business since 2006 as a bartender and has been in training to take over the Rose Garden. They are seeking to take over the three licenses so that Mr. Chen can take over the restaurant as soon as possible as a Purchase and Sale Agreement has already been signed. There will be no change in the hours of operation. Mr. Rooney was concerned that Mr. Chen had not received sufficient training handling food and had not managed a restaurant with a full liquor license. Mr. Kolenda asked about Mr. Chen's management experience to which Attorney Fowler explained that Mr. Chen had been managing a take out only restaurant in Dedham since 2008 and has been a bartender since 2006 and in anticipation of purchasing a restaurant has been training with the current owner of the Rose Garden. Mr. Boland was concerned that Mr. Chen had not received the TIPS training for the proper handling of alcohol, although it was noted that the current employees are all TIPS trained and there is a separate bar manager and all of the existing staff will be staying on. It was also noted that Mr. Chen has never applied or held a liquor license in his name before and has had no violations or issues serving minors. None of the Selectmen felt comfortable with Mr. Chen's level of training or qualifications to handle the liquor license side of the business. Since the liquor license was recently renewed, the Board asked if they could continue to operate the business under the existing ownership so that Mr. Chen could convince the Board of his formal training, particularly the TIPS training. No action was taken and the hearing was continued to the next Board of Selectmen's meeting.

Overview/Update of Budget Process

Russ Millholland and Sue Baust made a presentation on ways to improve the annual budget process. They met with department heads and the administration and came up with recommendations, as follows:

1. Timing: The Town votes on the budget in April but health care expenses, state grant money and local aid numbers are all coming later and later. Therefore the recommendation was to move the Town Meeting to mid-May to at least get the health care numbers factored in.
2. Selectmen and Advisory need to resolve conflicts ahead of the budget meetings on items such as:
 - Use of one-time moneys for regular budget items
 - How much to keep for a "rainy day" and use of the Stabilization Fund
 - Clearer directives to department heads
 - Number of budget meetings there will be
 - How to have department heads justify expenditures
3. Advisory and Selectmen agree on one budget request. If multiple scenarios are needed, ask for them up front so they can all be prepared at the same time.
4. Clearly define terms such as level funded budget.

5. Advisory reinstate Liaisons from Advisory Committee to each department
6. Advisory questions viewed as confrontational, adversarial and/or intimidating. Please ask questions assuming department heads are intelligent, well meaning and understand their own budgets.
7. If Advisory and Selectmen want to ask "What if" questions, such as "what if your budget was cut by X", have these questions sent to the appropriate department heads at least a week ahead of time. It requires analysis to answer such question and that takes time.
8. Selectmen and Advisory put together overall budget meeting schedule, including which departments are covered at which meetings and who should attend. No Saturday budget meetings.
9. Advisory or Selectmen ask for a written narrative about the departments and budgets. This includes justification for line items and associated metrics. All committee members should be prepared for budget discussions by reading and reviewing this written material ahead of time.
10. The Board of Selectmen need to be proactive to educate the public about the workings of departments and their budgets.
11. When employees are required to take training to keep certifications required for their job, this training should be made available to them and funded appropriately.

The timing of the Annual Town Meeting was discussed. Mr. Boland reminded those present that the only way to change the date of the Annual Town Meeting was by vote at the Annual Town Meeting. Mr. Boland thanked Ms. Baust, for anything that could streamline the process.

Status Report on Swap Shop

Karen Galligan, Superintendent of Public Works, presented the update on the closing of the Swap Shop at the Transfer Station. She stated that she had received many emails from residents who did not want the Swap Shop closed. Ms. Galligan outlined some of the issues created by the Swap Shop:

- The Swap Shop has outgrown the existing area and there is an overflow each day causing huge backups. There are only 18 parking spaces and the first 6-7 are full all the time with Swap Shop patrons.
- Traffic issues and accidents; kids running around. 15 minute parking signs have helped somewhat. Although there are those that lap around and return to the same parking spots.
- Recycling factor – Ms. Galligan stated that she was not so concerned where the Swap Shop items end up.
- Due to inconsistent budget cuts, the person who ran the recycling position was cut. There is now inconsistent enforcement and volunteers can not enforce. Ms. Galligan then stated that since there was no money to fund a new employee, she thought closing the Swap Shop was a better idea.
- Ms. Galligan realized that this was a service that the Southborough residents want the Town to provide. She then cited the 9.45 acre parcel behind this transfer station that was purchased through a 1994 Annual Town Meeting article, a portion of which could be used for a new Swap Shop facility. Since this area is behind the existing recycling area it would solve the traffic issues and residents. A new facility composed of several 16' x 20' sheds, designated for different types of items, could be built by the students as Assabet Valley High School in the fall of 2012. These sheds would be large enough so that they would not have to be purged each day for excess. They would need to go through the permitting process due to the proximity to the wetlands and for building permits.
- Ms. Galligan also said that she had received suggestions for an on-line, Southborough only swap shop, access only granted through tax bill or excise tax bill identification numbers.

Mr. Kolenda asked if there was a cost estimate for these sheds to which Ms. Galligan stated that she was not sure of the cost but the Assabet students would be constructing them at cost. Another option might be if the DPW could do the work over the summer but due to budget constraints it might have to wait until the summer of 2013. Ms. Galligan also stated that they might be able to move the existing shed. Mr. Kolenda asked if the new location would require additional staff to which Ms. Galligan stated that they would not need additional staff as the Swap Shop would be in a larger area so that the area will not need to be purged regularly to make additional space. It was also noted that people have been removing scrap metal which is a source of revenue for the Town, which has been difficult to monitor with the reduction in staff at the Transfer Station. Ms. Galligan stated that it was not her goal to hire any additional staff due to the added cost associated with a new employee especially since no one wants any cuts in services. She then explained that there was only \$65 left of her \$2,500,000 budget last year. Mr. Boland agreed that to keep taxes low the Town can not provide the same services.

Cathy Gerson, 254 Parkerville Road, stated that the DPW employees were being harassed then why not call the police – it is illegal. Ms. Galligan stated that there was a spitting incident but found that bringing in the police just escalates the situation therefore they just try to have the police sweep through periodically. Mr. Boland wanted it known that the DPW employee was fully supported by the Board of Selectmen and that bullying was a serious problem and that bad behavior will not be tolerated. The board stated that he was comfortable leaving the Swap Shop open during the planning stages for a new facility. Mr. Boland stated that if it stays open people need to be more aware and careful.

Mr. Kolenda stated that he thought there were only a limited number of people who were misbehaving and Mr. Boland stated that the Town did not want to get into the position of dictating rules as that creates more work.

Ms. Galligan stated that she readjusted schedules so that there is no overtime being used. Ms. Phaneuf then stated that she was threatened at the Transfer Station and it took her six months before she would go anywhere, adding that there are aggressive people in Town and everyone should be aware of the fact.

Mr. Rooney agreed with the statements, stating that he was troubled by the number of examples of territorialism and loitering, adding that this should be a common resource, not a donation box for a few individuals. Mr. Rooney then stated that he felt that the Town was fiscally irresponsible in the way they handled the Transfer Station and that there should be a pay per throw program in place as other towns were instituted. Mr. Boland stated that they were not going to address pay as you go at this time.

Mr. Rooney stated that the DPW budget was only 1% of the total town budgets and that the bullying issues will continue if not dealt with. The question was how to monitor in the current situation.

Ms. Galligan stated that she has been using the Public Works Planning Board as a think tank for ideas but the conclusions are the same and that pay as you go is an emotional issue.

Mr. Boland thanked everyone for the ideas then announced that the Swap Shop will remain open as it is while the situation is being studied and that the volunteers working there are not working out.

Reports

- Chairman, Board of Selectmen.

Mr. Boland stated that the budget discussions were due this week and that not all departments understand that they are to prepare a -1% reduction budget. Some departments are willing to make difficult decisions but others are not; some will cut staff over other items.

Mr. Boland stated that he was disappointed in the article that appeared in the newspaper regarding personal issues in the Police Department. He then stated that he supported the Police Chief and Sergeant Slatkavitz.

- Town Administrator Report

Ms. Kitchen reported that the Southborough Emergency Planning & Management Committee received two grants, one for \$1,500 and one for \$2,000 that they were using to updating portable radios and flashlights. There also a grant for \$1,900 for hazardous and comprehensive emergency management training.

Ms. Kitchen also reported that there was a study being conducted by MAPC and MWRC using natural gas in municipal vehicles. To determine if it makes sense a regional depot would need to be designated, although there was nothing to act on at this point. MS. Kitchen also said that no Executive Session would be required this evening, even though one was listed on the agenda that was posted.

CONSENT AGENDA

Item #4 was removed from consideration.

4. Approve purchase of 3 thermal imaging cameras per Article 16 of the 2011 Annual Town Meeting.

It was voted unanimously to:

1. Approve the minutes of the December 21, 2011
2. Place Jason Neal on FMLA leave effective December 20, 2011.
3. Approve merit increase for Michelle Jenkins, Assistant Town Clerk.
5. Accept donations in the amount of \$322.50 on behalf of the Southborough Library to be given for the purchase of books.
6. Appoint Ms. Heidi Kriger, Town Accountant, as First Alternate – Finance, to the Southborough Emergency Planning and Management Committee, for an indefinite term.

The next meetings dates are January 24, 2012 and January 31, 2012

WARRANTS

73	\$1,260,128.91	12/20/11	TOWN PAYABLES
74	\$196,104.36	12/30/11	SCHOOL PAYABLES
TOTAL	\$1,456,233.27		

75	\$176,122.65	1/6/12	TOWN PAYABLES
76P	\$569,308.41	1/4/12	SCHOOL PAYROLL
77P	\$233,210.94	1/4/12	TOWN PAYROLL
TOTAL	\$978,642.00		

List of documents referred to at 1/3/2012 BOS meeting.

License

- Legal ad
- Application
- Hours of operation

Budget Process

- List of recommendations

Consent Agenda

- December 21, 2011 minutes
- Employee review [not public record]
- Letter from Library Director dated December 21, 2011
- Letter from Director of Operations [SEPMC] dated December 19, 2011

Meeting adjourned at 9:05 p.m.

Respectfully submitted,
Hillary Young Brigandi , Administrative Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
January 24, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 6:00 p.m.

Bill Fraher, Audit Report. Mr. Fraher stated that the audit went well and that there are no material weaknesses or reportable. He explained and discussed free cash and the stabilization fund, and informed the Board that education and benefits had the largest increase.

Drafting Committee for Town Manager – update. Marni Hoolahan and Joseph Laning said that the committee has met 25 times since June 2011 and have voted on all ten sections. A final draft will be available for Town Meeting in April 2012. A second open meeting is being held on Monday, January 30, 2012. The draft is available on the Town Website, and they hope to get it before Town Meeting in May, however, it could be a later Town Meeting. John Butler, Advisory Committee, asked why the final step was a ballot question when it had never been done that way before. He was informed that they have requested clarification of the steps needed from Legal Counsel.

Continued hearing for transfer of liquor license from LINFU, Inc., d/b/a Rose Garden to Liangfeng, Inc., d/b/a Rose Garden, 1 Southville Road, Southborough, MA Liangfeng Chen, Manager and approval of Common Victualler License and Public Entertainment on Sunday license. Atty. Russell Chin, Mr. Chen and Mr. Chen's bartender met with the Board. Since the last meeting Mr. Chen has been TIPS certified and his staff has been TIPS trained. It was noted that the bartender has been TIPS certified for a number of years. Mr. Chen has worked in restaurants for 8 years and has run a restaurant for two years. It was voted unanimously to transfer the liquor license from LINFU, Inc., d/b/a Rose Garden to Liangfeng, Inc., d/b/a Rose Garden, 1 Southville Road, Southborough, MA Liangfeng Chen, Manager, and to approve a Common Victualler License and Public Entertainment on Sunday license, with operating hours of 11:00 a.m. to midnight Sunday through Saturday.

FY13 Budget Discussion. Brian Ballantine, Finance Director, stated that the budget news is good overall, however, whether it is level service or -1% there will still be a tax increase. Mr. Ballantine and Ms. Kitchen thanked the Department Heads for submitting their budgets. Mr. Boland stated that DPW is done as Ms. Galligan presented a -1% budget and is not looking for more than that, but any other department that needs more than a -1% budget needs to come in and convince the Board of the need for a higher budget. Claire Reynolds, Advisory Committee, stated that they had just received the budget figures earlier today and had not had time to look at it. John Butler, Advisory Committee, suggested that both Boards should meet with Department Heads together. It was decided to have joint BOS and Advisory budget meetings.

Reports.

Town Administrator.

- Ms. Kitchen and Mr. Boland attended the MMA meeting this past weekend.
- Ms. Kitchen attended an Insurance Advisory Committee meeting and insurance are only expected to go up 5%.
- The Town is looking at a new phone system.

Mr. Boland.

- Attended the MMA meeting and they had seminars on Labor Law updates, Open Meeting laws and choosing a new Town Administrator or Town Manager.

CONSENT AGENDA

1. Approval of the minutes of the December 20, 2011 meeting were held to a later meeting.

It was voted unanimously to:

2. Appoint Alan Clarence, Director of Finance & Operations, as Primary – Fay School liaison, to the Southborough emergency Planning and Management Committee for an indefinite term.
3. Approve a rate of \$135.00 per hour for Town Counsel.
4. Approve a merit increase for Tamara Hadley, Administrative Secretary, to a salary of \$21.69/hour effective January 22, 2012.
5. Approve a 2% merit increase for Naomi Magnoni, Staff Librarian, to a salary of \$18.80/hour effective February 1, 2012.
6. Approve a Memorandum of Understandings for Southborough Emergency Management Agency.
7. Approve a request from Collins Center to include an update of the Town Manager study project in their monthly e-newsletter.
8. Award the bid for grounds maintenance to low bidder J & J & Son Lawncare, PO Box 523, Southborough MA 01772, in the amount of \$87,435.00

OTHER BUSINESS

1. Discussion of the upcoming Town Administrator vacancy and the best way to proceed in filling the position. It was decided not to make any determination until after Town Meeting.
2. Since the week following the Annual Town Meeting is school vacation week, it was decided that if Town Meeting runs over three days that it will be continued during the week of April 23, 2012
3. The Board will meet on February 14 & 28, 2012.

WARRANTS

78	\$418,551.98	1/13/12	TOWN PAYABLES
TOTAL	\$418,551.98		

79	\$427,056.46	1/20/12	TOWN PAYABLES
80P	\$518,166.67	1/18/12	SCHOOL PAYROLL
81P	\$246,912.81	1/18/12	TOWN PAYROLL
TOTAL	\$1,192,135.94		

82	\$69,146.10	1/27/12	TOWN PAYABLES
83	\$5,630.15	1/27/12	CAFETERIA PAYABLES
84	\$205,585.29	1/27/12	SCHOOL PAYABLES
TOTAL	\$280,361.54		

List of documents referred to at 1/24/2012 BOS meeting.

Audit

- Trend Summary of Key Financial Information
- Management Letter
- Auditor's Report

Drafting Committee

- Master Draft, dated January 24, 2012

License transfer

- Letter from Town Administrator dated January 4, 2012
- Notice of Hearing
- Letter from Chin Law Firm, dated December 9, 2011
- Hours of operation

Budget

- Proposed budget, dated 1/24/2012

Meeting adjourned at 8:23 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
January 31, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 6:35 p.m. This is a joint meeting with the Advisory Committee.

Council on Aging Budget. Bill Harrington, Chairman of the COA, explained their mission and the function of the Friends of the COA. Pamela LeFrancois, Senior Center Director, stated that she had submitted both a -1% budget and a level service budget. The increase in the level service budget is only due to payroll increases. 90% of the budget is salaries, so cuts would have to come from the other 10%. A -1% budget would mean having to cut programs to prevent cutting staff. The Friends of the COA have suggested increasing the cost of events and increasing membership. Ms. LeFrancois is requesting the level service budget. Mr. Rooney feels that the Senior Center is important and needs to be funded, and that a -1% budget is not realistic. He supports a level service budget. Mr. Boland is a huge believer in the Senior Center and, at this point in time, does not support any cuts.

Health Insurance. Kenneth Lombardi, the Town's insurance consultant, explained that accepting MGL Ch.32B S.21-23 means that the Town can come up with a look-a-like plan or go with GIC, but changing health insurance co-pays will have to be done at sometime. Even after acceptance the plans cannot change until all union contracts have expired. Patricia Lally, Southborough Teachers Association, said that she would like to continue with collective bargaining. Mr. Boland stated that different plans in different bargaining units can cause animosity, and accepting Ch.32B S.21-23 would put everyone on the same playing field. It is too late to change plan design this year. The Board voted unanimously to accept MGL Ch.32B S.21-23.

Fire Department Budget; Fire Safety Grant.

Budget. Interim Chief Michael Dunne stated that this is an employee driven department and that staffing standards have to be met. He has tried to cut some line items wherever he could to try and meet a -1% budget but would like to see some overtime increased. Mr. Kolenda acknowledged that the Chief runs a lean department, but asked the reason for overtime. Chief Dunne noted that overtime is used for coverage for days off and that very little of the budget it is used for call backs.

Fire Safety Grant. Chief Dunne is requesting authorization to apply for a grant, through FEMA, for funds to cover salary, benefits and training for two firefighters for two years. It was voted unanimously to approve applying for the grant.

Police Department Budget; Request to hire a part-time Dispatcher and part-time Reserve Officer.

Budget. Chief Jane Moran stated that the department is very busy and that the communications officers do dispatch for the Police, Fire and DPW. She has two officers out on IOD and one on military leave, and all shifts are filled by using overtime. A -1% budget would mean a \$48,000 reduction to the budget. She feels that overtime could be decreased if a third person was added to the midnight shift. Mr. Boland would like to get to a point where the department is staffed as required.

Request to hire. Chief Moran would like to hire a part-time dispatcher and a part-time reserve officer to fill vacancies. It was voted unanimously to appoint Ann Marie Parkinson as part-time Communications Officer at the current minimum salary, and to appoint Antonio Dinis as a part-time Reserve Officer at the current minimum salary.

Board of Health Budget. Dr. Louis Fazen, Chairman Board of Health, stated that office hours would be reduced when the current secretary retires and a new secretary is hired. He also noted that the Health Director is one of the lowest paid in the office and that it would be difficult to replace him at that salary. He would like to see the Director's salary increased by \$6,000. No vote was taken.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the December 20, 2011 meeting.
2. Approve a 2% merit increase for Cynthia Foster, Assistant Town Accountant, with a salary of \$22.95/hour effective February 1, 2012.
3. Appoint Mary C. O'Brien, 9 Watkins Lane, Southborough, MA to the Southborough Scholarship Advisory Committee, term to expire June 30, 2013.
4. Appoint Heidi A. Kriger, 7 Colonial Drive, Clinton, MA 01510 as Grant Coordinator, term to expire June 30, 2012.
5. Approve a Memorandum of Understanding between Southborough Emergency Management Agency and St. Mark's School (Buses).
6. Accept donations in the amount of \$150.00 to be allocated to the ambulance donation account.

WARRANTS

85	\$1,011,297.05	2/3/12	TOWN PAYABLES
86P	\$529,345.13	2/1/12	SCHOOL PAYROLL
87P	\$259,101.88	2/1/12	TOWN PAYROLL
TOTAL	\$1,799,744.06		

List of documents referred to at 1/31/2012 BOS meeting.

Budgets

- Proposed budget dated 1/27/2012
- Fire Department & Police Staffing, Equipment and Facilities Study, dated April 2000

Health Insurance

- Report from EBS Foran Group

Police Department

- Letter from Chief Jane Moran
- Employment Applications

Consent Agenda

- December 20, 2011 minutes
- Employee evaluation (not public record)
- Volunteer Form
- Memorandum of Understanding
- Letter from interim Fire Chief Dunne, dated January 19, 2012

Meeting adjourned at 10:25 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
February 14, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 6:37 p.m.

Budget Discussions.

Youth Services. Laurie Sugerman-Whittier and Committee members presented both a -1% and a level service budget. Ms. Sugerman-Whittier informed the Board that funding from their two main sources are decreasing due to the economy and that they can't continue to count on those sources. 94% of the budget is salary and if the budget is lowered they will need to cut hours. At the moment they have no waiting list but that will change if hours are cut. They are requesting that the Board approve a level service budget. The Board voted 2-1 (Mr. Kolenda – no) to support a level service budget of \$129,374.

Town Clerk. Mr. Berry, Town Clerk, presented budgets for both the Town Clerk and Elections. Any increase in the Town Clerk budget is due to salaries. Brian Ballantine, Finance Director, will take a look at the salary worksheet. The Board voted unanimously to support the requested budget of \$54,071 for the Town Clerk's office, so long as the number is verified.

Mr. Berry is anticipating three elections, plus Town Meeting and the redistricting of congressional districts. The presidential election is very expensive. There is no money in the elections budget for special town meetings or special elections. It was voted unanimously to support the elections budget in the amount of \$79,727.

Mr. Berry stated that \$44,000 was not a lot of money for an elected Town Clerk. The Finance Team recommended a 2.5% salary increase, not the 12% that Mr. Berry had requested. Mr. Kolenda felt that the 12% was justified. John Butler, Advisory Committee, suggested that they get information from comparable towns as to salary. The Board would like to see an analysis before making a decision.

Town Accountant. Heidi Kriger, Town Accountant, stated that her budget increase above 1% is because she was hired at a higher rate than her predecessor. It was voted unanimously to support the requested budget of \$126,288.

Facilities. Phil Rinehart, Facilities Director, would like an additional 10 hours a week on a custodial position. Mr. Rinehart presented a -2% budget as he has money available from the Facilities Article 16 if needed. Mr. Boland was concerned as the Article 16 money shouldn't be used for fire alarm service, etc. it is meant for large items. Mr. Rooney would prefer to see an actual budget as to what it would cost. The Board would like to see more information on general maintenance and Article 16 before making a decision.

Library. Jane Cain and members of the Library Trustees presented both a -1% and a Municipal Appropriation Requirement (MAR) budget, with a \$14,500 difference between the two budgets. They have usually used funds from the Friends of the Library to bring the budget up to the requirement but the Friend's funds are getting low. People are asking for more and the Library is unable to provide what they are looking for. With a 2.7% increase in the budget they would not have to get a MAR waiver, like they did last year, and would give them the minimum needed to satisfy patrons. It was voted unanimously to support the Library's request for \$404,441.

Town Administrator Report

- The Madison Place 40B plans have been submitted.
- Meeting dates set for February 21, 28 and March 6 and 13 at 6:30 pm.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes from the January 3, 2012 and January 24, 2012 meetings.
2. Sign the Presidential Primary Warrant.
3. Accept the resignation of Laurie Bourdon from the Southborough Stewardship Committee, effective February 6, 2012. Mr. Boland thanked her for her service to the Town.
4. Appoint Paul R. Bourdon, 61 Breakneck Hill Road, Southborough, MA to the Southborough Stewardship Committee – Breakneck Hill Cow Fund Representative, term to expire June 30, 2012.
5. Vote to maintain the current ambulance rates for 2012.
6. Accept the resignation of Timothy A. Fatcheric from the Southborough Emergency Planning & Management Committee, effective February 6, 2012.
7. Appoint James Gallagher and Michael Whelan as Interim Police Officers for an additional 90 days.

WARRANTS

88	\$191,705.90	2/10/12	TOWN PAYABLES
TOTAL	\$191,705.90		

89	\$280,023.96	2/17/12	TOWN PAYABLES
90	\$13,750.66	2/17/12	CAFETERIA PAYABLES
91	\$5,800.75	2/17/12	SCHOOL ENC. PAYABLES
92	\$184,157.94	2/17/12	SCHOOL PAYABLES
93P	\$534,606.40	2/15/12	SCHOOL PAYROLL
94P	\$243,012.64	2/15/12	TOWN PAYROLL
TOTAL	\$1,271,352.35		

List of documents referred to at 2/14/2012 BOS meeting.

Budget.

- Statement & PowerPoint presentation from Youth & Family Services
- Statement from Accounting
- Facilities budget
- Letter from Library Director, budget and PowerPoint presentation

Consent Agenda.

- January 3, 2012 minutes
- January 24, 2012 minutes
- Presidential Primary Warrant
- Letter of resignation – Laurie Bourdon
- Town volunteer From – Paul Bourdon
- Letter from Southborough Conservation commission
- Letter from interim Fire Chief
- Letter of Resignation – Tim Fatcheric
- Letter from Police Chief

Meeting adjourned at 9:35 p.m.

Respectfully submitted, Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
THURSDAY FEBRUARY 16, 2012, 6:00 p.m.
CORDAVILLE HALL, 9 CORDAVILLE RD

Present: Bill Boland, Chairman; Daniel Kolenda, John Rooney, Jean Kitchen, Town Administrator.

The Board met to hold final interviews for the position of Fire Chief. Fred Mitchell was interviewed first. This was his second interview with the Board. The Board asked him several questions pertaining to his knowledge of the Town, fire code and statutes and expertise.

The Board then met with Southborough Lieutenant Chris Dano. He discussed his experience, his education, his knowledge of the department and the way in which he would assume leadership roles. He was asked about his perceptions of the recent budget hearing and his budgeting experience, which he admitted he would need assistance with. He was further asked about what he would need from the town administration to learn the job, and what development would be important to his success. He further stated in-service training must be addressed.

Captain Joseph Mauro was interviewed next. He has 25 years' service, has been a captain for 10 years and also serves as the Fire Prevention Officer. He sees employee training as a glaring deficiency. He discussed the pros and cons of an internal versus an external candidate. He was also asked about his vision for the department, staffing increases, analysis of call volume, his tenure as union president, what departmental changes he would address, his theory on discipline, leadership style, etc.

The Board deliberated on their decision on whom to appoint as Fire Chief. Mr. Rooney explained his preparation for this night and came up with a list of the most important characteristics: quality service, listening skills, employees as prized asset, group leadership, recognizing personal limitations, utilization of existing talent. Mr. Rooney moved to appoint Captain Mauro. Mr. Kolenda admitted to being torn and wished to hear comments from other board members. Mr. Boland spoke to qualities found in an internal versus external candidates. He said Lt. Dano needs more experience before being promoted. He found Captain Mauro very thoughtful and dedicated and thought Deputy Mitchell will have a learning curve coming from Rhode Island. He is leaning toward Captain Mauro as he likes the calm approach and has the familiarity of the town and the department. Motion seconded. Kolenda fully supported Mauro as his next chief. Call for vote to appoint Mauro: all board members voted in the affirmative to appoint Joseph Mauro as the next Fire Chief.

The public portion of the meeting was adjourned at 9:20 p.m. and the Board voted by roll call vote to enter Executive Session, with no intention of returning to open session.

Roll Call: Boland, aye; Kolenda, aye, Rooney, aye.

Submitted by Vanessa D. Hale, Assistant Town Administrator.

**BOARD OF SELECTMEN
MEETING MINUTES
February 21, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator. Dan Kolenda was absent.

Mr. Boland opened the meeting at 6:35 p.m.

Budget Discussion.

Veteran's Agent. John Wilson stated that the increase from last year is due to the increase in the number of clients. \$42,000 is for benefits, and is reimbursed 75% by the State. Mr. Rooney asked about naming of the roads in the cemetery and Mr. Wilson responded that the veterans hadn't decided on a design for the street signs yet. It was voted unanimously to support a budget of \$53,300.

Conservation Commission. Beth Rosenblum, Mark Possemato, A J Purcell and Rhonda Russian presented a -1% budget of \$48,651. Revenue from filing fees pays 25% of Ms. Rosenblum's salary plus all training and dues. They had looked at reducing Ms. Rosenblum's hours but decided not to do that as she works 30 hours over 4 days. It was voted unanimously to support the -1% budget of \$48,651 with a net levy budget of \$36,605.

Building Department/ZBA.

Building Department. Dave Gusmini, Building Inspector, presented both a -1% and level service budgets. A -1% budget would mean cutting the administrative assistant's hours by 6 hours a week, which would drastically reduce how they do everything. Since the office is extremely customer service oriented Mr. Gusmini is asking for a level service budget. The finance team (Mr. Ballantine and Ms. Kitchen) recommends a level service budget as a combined department. It was voted unanimously to support a level service budget of \$107,155.

ZBA. Mr. Gusmini stated that \$14,985 of this budget is for contracted services (recording secretary). Mr. Rooney questioned the need to have a recording secretary when the meetings are taped, and suggested that departments may be able to get help from other departments within the Town House. There was no vote taken on this budget as Mr. Rooney needs more information on contractual services.

Planning. Eric Denoncourt, Town Planner and Don Morris, Planning Board Chairman, presented both a -1% and level service budgets. A -1% budget would impact work hours, overtime, legal notices and training. Mr. Rooney asked if overtime was for the recording secretary, and again asked about the need for a recording secretary. Mrs. Kitchen responded that it was only overtime after 40 hours worked. The finance team recommends meeting a -1% budget by cutting the Administrative Secretary's hours. It was voted unanimously to support a budget of \$131,082.

Treasurer/Collector. Brian Ballantine, Finance Director, stated that he has eliminated one position through attrition and level funded the rest of his budget, which results in a -1% budget. It was voted unanimously to support a budget of \$174,682. Mr. Ballantine informed the Board that the debt budget is being paid down and that the benefits budget has a preliminary increase of 5%, but he expects that may come down.

Assessors. Paul Cibelli, Principal Assessor, stated that he has reduced his budget to just below level service by reducing benefits. A clerk has retired and he has reduced the hours of that position to 16 hours, with no benefits. That, and the shift of the retired clerk from regular health insurance to senior health insurance, results in a reduction to his budget. Mr. Cibelli reminded the Board that his FY2013 budget is less than he has received for fiscal years 2009 through 2012, and that his budget has only increased 6% over the last eight years. Mr. Boland is not ready to vote on this as he would like to see how the clerk's hours work out.

Recreation Commission. Doreen Ferguson, Director, informed the Board that her department is supported by two different budgets – tax based and revolving fund. She has submitted a -1% tax based budget. It was voted unanimously to support a budget of \$102,142.

CONSENT AGENDA

1. It was voted unanimously to approve FMLA leave for Jean Kitchen effective 2/14/2012.

OTHER BUSINESS

1. Discussion of the Annual Town Meeting Warrant was held to a future meeting

WARRANTS

95	\$1,965,070.10	2/24/12	TOWN PAYABLES
96	\$118,395.53	2/24/12	SCHOOL PAYABLES
TOTAL	\$2,083,465.63		

List of documents referred to at 2/21/2011 BOS meeting.

Planning

- Memo from Eric Denoncourt dated 2/16/2012

Recreation

- Budget statement

Other Business

- Annual Town Meeting Warrant

Meeting adjourned at 9:08 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
February 28, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland re-opened Open Session at 8:00 p.m.

Assabet FY13 budget. Mary Jo Nawrocki, Superintendent, and Patrick Collins, Assistant Superintendent, explained the repair project that is planned for the school. The building is in dire need of repairs as it will be forty years old by the time the project starts. There will be no new construction, just infrastructure work such as: new roof, windows, doors, HVAC, sprinklers and alarms, science lab updates, and ADA compliant bathrooms and grounds. The budget is \$62.4 million, with a reimbursement rate of 53.48% and a time limited grant of \$33.1 million. The balance of \$29.3 million will be split between the seven communities per the regional agreement. Southborough's portion will be 1.84%, and will have a relatively small impact on Southborough residents.

Budget. The budget is based on 14 students from Southborough, 50% of whom are Special Education. The Southborough assessment is \$251,361, which is a 65% increase due to an increase in enrollment of Southborough students.

Algonquin and Southborough K-8 FY13 budget. The budgets were presented by Dr. Charles Gobron, Superintendent, and members of his staff and school committees.

Algonquin. Dr. Gobron stated that the school maintains a high quality of staff and instructional programs. They have a high graduation and college acceptance rate, and the highest graduation rate among special education students. The budget is driven by the elimination of stimulus grant funding, increasing requirements for special education services, projected health insurance increases, class size increases and contracted salary increases. The School committee has approved a 5.14% increase in the total budget, which amounts to \$906,199. Southborough's share of the total \$18,525,416 FY13 budget will be \$6,567,777, an increase of \$473,594 (7.77%).

Southborough. Dr. Gobron stated that the FY13 challenges are to maintain current staffing levels due to the loss of stimulus funding, and the ability to increase capacity to better meet the needs of the current student population. The FY13 School Committee approved budget is \$16,999,992, an increase of \$114,531 (0.68%).

Reports.

Town Administrator.

- Moody's bond rating has not changed
- Has looked at employee availability to help in other departments
- Asked that the Board look over the warrant articles for the Annual Town Meeting
- Discussed interim Town Administrator/Town Manager

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the February 16, 2012 meeting.
2. Accept the resignation of Youl Bellil from the Southborough Emergency Planning & Management Committee.
3. Accept a donation of \$10.00 to be allocated to the fire donation account.

4. Appoint Christopher Molinaro, 85 Woodland Road, Southborough, MA to the Community Preservation Committee – Conservation Commission Representative, term to expire June 30, 2012.

OTHER BUSINESS

1. Review of the town meeting warrant was held to a future meeting.

WARRANTS

97	\$1,659,949.00	3/2/12	TOWN PAYABLES
98	\$338,622.99	3/2/12	SCHOOL PAYABLES
99P	\$526,435.38	2/29/12	SCHOOL PAYROLL
100P	\$251,329.55	2/29/12	TOWN PAYROLL
TOTAL	\$2,776,336.92		

List of documents referred to at 2/28/2012 BOS meeting.

Assabet

- Letter from Superintendant Nawrocki dated 2/8/2012
- Assabet Valley Regional Technical School District Fiscal Year 2013 Budget

Algonquin/Southborough

- Northborough-Southborough Regional School District Superintendent's Recommended FY2013 Budget
- Southborough Public Schools Superintendent's Recommended FY2013 Budget

Consent Agenda

- February 16, 2012 meeting minutes
- Letter of Resignation – Youl Bellil
- Letter from Fire Chief Dunne dated 2/13/12
- Memo from Southborough Conservation Commission dated 2/21/12
- Draft of annual town meeting warrant

Meeting adjourned at 11:35 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
March 5, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

The Board re-entered Open Session at 7:25 p.m. This is a joint meeting with the Advisory Committee.

Budget discussions.

Management Information systems. Klay Thompson, of New England Network Solutions, submitted both a -1% budget and a level service budget which resulted in a 2.9% increase. A -1% budget would result in equipment being replaced on an eight year schedule rather than a five year schedule, which would result in more costly repairs. He would like to see the web administrator's stipend increased from \$2,800 to \$4,000. It was voted unanimously to support the requested level service budget of \$177,225.

Personnel Board. The only change to the budget is the addition of \$2,400 for department head training. Mr. Rooney feels that department heads should be reviewed each year. It was voted unanimously to support the requested \$8,440 budget.

The Salary Administration Plan, Warrant Article 6 of the 2012 Annual Town Meeting, was adjusted by adding ranges, rather than changing grades. Changes to the Personnel By-laws will be printed in bold print. Employees under this plan will be eligible for a 2.5% increase in FY13.

Board of Selectmen. A -1% budget was presented. It was voted unanimously to support the requested -1% budget of \$370,155.

Town Counsel. There is no change to this budget as it depends on fluctuation of legal activity. It was voted unanimously to support the requested \$95,000 budget.

Special Legal. This budget is being held for later discussion.

DPW/Water. It was voted at a previous meeting to support Ms Galligan's -1% budget request of \$3,458,583.

These budgets were presented at previous meetings but were not voted at that time.

Facilities. Phil Rinehart, Facilities Manager, presented his re-worked budget as requested by the Board. It was voted unanimously to support a -1% budget of \$458,605.

Assessors. Paul Cibelli, Principal Assessor, reduced his budget by reducing salaries. It was voted unanimously to support a budget of \$171,401.

It was voted unanimously to support the following budget requests:

Fire Department, \$1,801,471

Assabet, \$251,361

Board of Health, \$137,466

Council on Aging, of \$213,924
General Liability, \$189,705

Other non-voted budgets. It was voted unanimously to support the following budget requests:

Moderator, \$75
Elected Selectmen Salaries, \$2,400
Advisory Committee, \$150
Reserve Fund, \$150,000
Elected Assessor Salaries, \$2,250
Open Space, \$235
Civil Defense, \$2,710
Elected BOH salaries, \$450
Elected School Committee, \$500
Historical Commission, \$990
Memorial Day, \$2,000

CONSENT AGENDA

1. It was voted unanimously to accept a donation of \$4,000.00 from the Friends of Southborough Recreation towards the purchase of a van for the Recreation Department.

OTHER BUSINESS

1. It was voted unanimously to award the contract for Transfer Station Compactor and Push Pit Rehabilitation to the only and lowest bidder, O'Leary Welding Corporation, PO Box 1039, Douglas, MA 01516, in the amount of \$48,900.00, with funding coming from 2009 ATM Article 9, Line Item 0100-6-400-000-68052.
2. It was voted unanimously to open the Annual Town Meeting Warrant, three articles were added to the warrant, and then it was voted unanimously to close the Annual Town Meeting Warrant.

WARRANTS

101	\$379,077.85	3/9/12	TOWN PAYABLES
TOTAL	\$379,077.85		

List of documents referred to at 3/5/2012 BOS meeting.

Budgets

- Operational Budgets report dated 3/1/2012

Town Meeting Warrant

- Annual Town Meeting Warrant, Draft 6

Consent Agenda

- Letter from Friends of the Southborough Recreation Department dated February 20, 2012

Other Business

- Letter from Karen Galligan, DPW Superintendent, dated March 1, 2012
- Letter from Town Counsel dated March 2, 2012

Meeting adjourned at 11:10 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
March 13, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 6:00 p.m. The Advisory Committee joined the meeting at 7:00 p.m.

Joseph C. Mauro was sworn in as Fire Chief by Paul Berry, Town Clerk. Chief Mauro thanked everyone for their support.

Conservation Commission interviews.

Rebecca Waterfall. Ms. Waterfall has lived in town since 1999 and has served on the Fire Ladder Truck Committee and Fire Ball fundraiser. She makes decisions fairly, has the ability to survive scrutiny and understand the time commitment and has no problem with that. Her philosophy is that you can't have progress without change. Ms. Waterfall has attended a commission meeting and has met the members of the commission.

Carl Guyer. Mr. Guyer moved to town in 1983 and has been a member of the Green Technology and Recycling Committee for eight years, and is currently the Chairman of the committee. He is a mechanical engineer by trade and a naturalist by nature. His philosophy is that he knows development is necessary but what will the town be like in 50 years? Mr. Guyer has no issue with the time commitment.

All BOS members feel that they have two very qualified candidates. Mr. Kolenda thinks that both candidates are exceptional. Mr. Rooney feels that both candidates have a strong sense as to what is right but feels that flexibility is important. He supports Ms. Waterfall. Mr. Boland stated that it is hard to choose between the two candidates but has an issue with a member of the Conservation Commission serving on another committee. He feels that Mr. Guyer is doing great work on the Green Technology and Recycling Committee and would like to see him stay there. Mr. Boland supports Ms. Waterfall. It was voted unanimously to appoint Rebecca Waterfall to the Conservation Commission.

By-Law Hearings.

Salary Administration Plan. It was voted to open the hearing. This item was discussed at an earlier meeting. Vanessa Hale, Assistant Town Administrator, stated that most of the changes were grammatical in nature. The Classification Schedule was revised to change the stipend for the website administrator and to create new job titles for some departments. All changes will be noted in bold. This is Article 6 of the Annual Town Meeting Warrant and is supported by the BOS. It was voted to close the hearing.

Chapter 96: Pumping Water from Private Buildings. It was voted to open the hearing. Fire Chief Mauro stated that some residents rely on the Fire Department to pump water out of their basements instead of purchasing a sump pump. He would like to institute a fee for this service if the resident frequently requests this service. There will be a waiver clause to waive the fee. This is Article 22 on the Annual Town Meeting Warrant and will be decided at Town Meeting. It was voted to close the hearing.

Approve the following FY13 Budgets. Mr. Kolenda provided a copy of an email from the State Ethics Commission stating that there would be no conflict if he voted on the Algonquin Regional High School budget. Mr. Kolenda is a member of the Regional School Committee. The following votes were taken:

- **Norfolk County Agricultural.** There is one student who may attend next year. It was voted unanimously to support a budget of \$31,207.
- **Elected Town Clerk.** The Board agreed that this would be the time to increase the salary. It was voted unanimously to support a budget of \$44,254.
- **Special Legal Counsel.** This is an estimate based on previous years. It was voted unanimously to support a budget of \$55,000.
- **Zoning Board of Appeals.** This is the amount recommended by the finance team. It was voted unanimously to support a budget of \$13,460.
- **Police Department.** There was a discussion of shift scheduling and how it affects overtime. Mr. Boland could not support the full amount requested so a compromise was reached. Mr. Rooney feels that he does not have enough information to vote at this time. It was voted 2-0 (Mr. Rooney abstained) to support a budget of \$1,616,629.
- **Southborough K-8 Schools.** No position was taken at this time.
- **Algonquin.** No position was taken at this time.
- **Algonquin Exempt Debt.** No position was taken at this time.
- **Employee Benefits- town and school.** The Board agreed on an amount of \$5,952,173.86.
- **Continued deliberation of Annual Town Meeting Warrant.** It was voted to support Articles 1, 2, 3, 5, 6, 9, 13, 14, 16, 17, 18 and 21. Articles 4, 7, 8, 15, 19, 20, 22 and 23 will be decided at town Meeting. Article 12 has been postponed, and it was voted not to support Article 24. It had been previously voted to support Articles 10 and 11.

Reports

Town Administrator

- Pre Town Meeting is April 3, 2012.
- Discussion on the eroding of two ATM warrant articles.
- Have been reimbursed \$2,700 for the tornado and \$44,000 for Tropical Storm Irene.
- Next meetings are 3/20/2012 and 3/28/2012 (if needed).
- Corridor Nine trade show
- Sudbury Reservoir water level to be lowered to allow work on the dam.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the January 31, 2012 and February 14, 2012 meetings.
2. Sign the Annual Town Meeting Warrant. All BOS members signed the warrant.
3. Approve 111F leave for Police Officer Sean McCarthy, effective February 29, 2012.
4. Deny 111F claim filed by Michael Crenshaw.
5. Acknowledge a letter of resignation from Firefighter Paul Pierce.
6. Approve a request from Neal Aspesi to apply for a MEMA hazard mitigation grant.

WARRANTS

102	\$256,656.91	3/16/12	TOWN PAYABLES
103P	\$523,956.93	3/14/12	SCHOOL PAYROLL
104P	\$288,255.78	3/14/12	TOWN PAYROLL
TOTAL	\$1,068,869.62		

List of documents referred to at 3/13/2011 BOS meeting.

- Email from Deirdre Roney, State Ethics Committee

Conservation Commission

- Town Volunteer Form – Rebecca Waterfall
- Resume – Rebecca Waterfall
- 12 emails of recommendation for Rebecca Waterfall
- Town Volunteer Form – Carl Guyer
- Letter and resume – Carl Guyer

Budgets

- Budget sheets dated 3/8/2012
- Southborough Public Schools, budget dated 2/8/2012
- Northborough-Southborough Regional School District, budget dated 2/15/2012
- Budget sheets dated 3/9/2012
- Town Meeting Warrant – Draft 7

Consent Agenda

- January 31 minutes
- February 14 minutes
- Letter of resignation – Paul Pierce
- Letter from Neal Aspesi dated March 7, 2012

Meeting adjourned at 11:05 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
March 27, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 8:00 p.m.

Common Victualler's License – Red Barn Coffee Roasters, Inc., 20 Turnpike Road, Southborough MA.

Mark Verrocchi came before the Board with his request and stated that this location would have a new menu, primarily coffee, and that he hoped to open within a month. Mrs. Kitchen informed the Board that all the paperwork is in order. Mr. Kolenda stated that he was impressed with Mr. Verrocchi's current operation. It was voted unanimously to approve the Common Victualler's License for Red Barn Coffee Roasters, Inc., 20 Turnpike Road, Southborough MA, with the hours of Monday through Friday 5:00 a.m. to 5:00 p.m., Saturday 6:00 a.m. to 5:00 p.m. and Sunday 7:00 a.m. to 3:00 p.m.

Update from Town Manager Drafting Committee. Joseph Laning, Chairman; Janice Conlin and Janet Maney were present. Mr. Laning stated that the committee had completed the draft and that there were numerous amendments coming in to the Town Clerk. Mr. Rooney said that he has prepared a PowerPoint presentation on a year in the life of a selectman so that people know what is involved in being a selectman. Mr. Laning said that he would incorporate some of it into his presentation and Mr. Kolenda suggested posting it on the website. Mr. Kolenda stated that some residents are concerned that the Town Manager will have too much power and Mr. Laning responded that all the drafts are on the website so residents can see what changes were made and that they tried to make it a balanced Board chart.

Reports.

Town Administrator.

- The Town's state representatives would like to meet with the Board.
- MassDot will be at the April 24 meeting to discuss the Rte 9 improvement study.

CONSENT AGENDA

1. It was voted unanimously to approve the minutes of the February 21, February 28, March 5 and March 13, 2012 meetings.
2. Approval of the Minutes of the March 5, 2012 Executive Session was held for a future meeting.
3. It was voted unanimously to nominate Mr. Leslie E. Boardman as Inspector of Animals.
4. It was voted unanimously to accept a PILOT of \$25,000 and a donation of \$10,000 for the ladder truck from St. Mark's School.
5. It was voted unanimously to accept a grant of \$4,500 from the Massachusetts Emergency Management Agency.

OTHER BUSINESS

1. Determination of who will present article motions at the Annual Town Meeting will be decided at pre-town meeting. Mr. Rooney can not support the Assabet article without knowing all the facts as to allocation of funding between the towns involved.

WARRANTS

105	\$298,399.06	3/23/12	TOWN PAYABLES
TOTAL	\$298,399.06		

106	\$304,196.22	3/30/12	TOWN PAYABLES
107	\$9,977.38	3/30/12	CAFETERIA
108	\$2,412.30	3/30/12	SCH ENC PAYABLES
109	\$112,513.19	3/30/12	SCHOOL PAYABLES
110	\$112,311.55	3/30/12	SCHOOL PAYABLES
111P	\$2,384.55	3/19/12	SPECIAL FIRE RETRO PAYROLL
112P	\$529,431.32	3/28/12	SCHOOL PAYROLL
113P	\$263,259.33	3/28/12	TOWN PAYROLL
TOTAL	\$1,336,485.84		

List of documents referred to at 3/27/2012 BOS meeting.

License

- Application for Common Victualler License
- Hours of operation

Consent Agenda

- February 21, 2012 minutes
- February 28, 2012 minutes
- March 5, 2012 minutes
- March 13, 2012 minutes
- Letter from MDAR dated March 7, 2012
- Copy of check from St. Mark's School
- Letter from Neal Aspesi dated March 16, 2012

It was voted unanimously, on roll call vote (Mr. Boland – aye, Mr. Rooney – aye, Mr. Kolenda – aye), to enter into Executive Session and not return to Open Session to conduct strategy with respect to litigation and to discuss strategy with respect to collective bargaining. The chair declares that an open meeting may have a detrimental effect on the litigating and bargaining position of the Town.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

Board of Selectmen
April 3, 2012, 7:30 p.m.
McAuliffe Hearing Room

Present: Bill Boland, Daniel Kolenda, John Rooney.

Also Present: Jean Kitchen, Town Administrator, Paul Berry, Town Clerk, Aldo Cipriano, Town Counsel, David Coombs, Town Moderator.

The Moderator reminded staff and residents that exact wording is required on amendments, and they amendments must be filled out on the form provided by the town clerk.

The Board reviewed motions for all articles and decide who would place the article on the floor at town meeting.

ART 1 BOLAND
ART 2 ROONEY
ART 3 KOLENDA
ART 4 LANING
ART 5 POSTPONE
ART 6 PERSONNEL BOARD

Town Manager article: The drafting committee does not have any amendments as of this date, they support the article as printed. There will be Advisory amendments, but it is not known how many of these the drafting committee will support at town meeting. Counsel commented on Sec 9I: "terms of any provision may be superceded by duly enacted bylaw.." He said a bylaw (via the action of town meeting) cannot amend the charter approved by the General Court. Mr. Laning added that he will give a majority report and Mr. Bartolini will present a minority report. Mr. Bartolini may want to divide the question and amend it to a 5 member board of selectmen. Mr. Rooney will also have a report during Art 4.

ART 7 ASSABET DENMAN

The Town is giving approval as a member to the vocational district to borrow which will require a majority vote.

ART 8 BUDGET [pass all budgets not held] Mr. Hamilton will have a presentation as a resident, not a board member. Must have 3 signed copies to present to town clerk.

ART 9 BOLAND
ART 10 ROONEY
ART 11 KOLENDA
ART 12 POSTPONE
ART 13 ROONEY
ART 14 BOLAND
ART 15 ROONEY
ART 16 KOLENDA
ART 17 MARK MURPHY
ART 18 MM

ART 19 POSTPONE
ART 20 CHANGE MOTION TO CPA UNRESERVED - MURPHY
ART 21 ROONEY
ART 22 KOLENDA
ART 23 BOLAND 2/3 VOTE
ART 24 POSTPONED BY PETITIONER BONNIE PHANEUF

Other Business

Consent agenda items 1 and 2 approved.

Other Business: Appoint Gallagher and Whelan to FTE subject to pre employment physicals and all other requirements. Gallagher has seniority. Approved unanimously.

WARRANTS

114	\$566,591.02	4/6/12	TOWN PAYABLES
115	\$170,308.02	4/6/12	SCHOOL PAYABLES
116	\$1,695.77	3/29/12	SPECIAL TOWN PAYROLL
TOTAL	\$738,594.81		

8:30 p.m. Close open meeting and move to enter Executive Session. Roll Call: Boland, aye; Kolenda, aye, Rooney, aye.

Submitted by Vanessa Hale, Asst Town Administrator.

BOARD OF SELECTMEN
April 9, 2012, 6:00 p.m.
Room 190, Trottier School

Present: Selectmen Bill Boland, Daniel Kolenda, John Rooney.

Also Present: Jean Kitchen, Town Administrator, Meme Luttrell and Freddie Gillespie of the Open Space Committee and Andrew Mills and Don Morris of the Planning Board.

Meeting called to order 6:10 p.m. Ms. Gillespie explained the CPA request for funding the research of open space properties in town [Article 20]. Mr. Morris explained that the Planning Board supported the article. The Board of Selectmen advised it would take a position after presentation at Town Meeting.

The Board voted to support Article 23.

The Board then took up positions on budgets and articles they had not yet voted on.

BUDGETS

- K-8 SCHOOL BUDGET \$16,999.9992 - 2-1 (Rooney opposed)
- ALGONQUIN \$6,567,777 - 2-1 (Rooney opposed)
- ALGONQUIN DEBT \$906,978 - Support
- POLICE \$1,616,629 - Support
- EMPLOYEE BENEFITS \$5,768,505 - Support

ARTICLES

- ARTICLE 4-TOWN MGR - Support
 - ARTICLE 7-ASSABET - 2-1 (Rooney opposed)
 - ARTICLE 12-INDEFINITELY POSTPONE
 - ARTICLE 14-WHY ONE ABSTENSION - Support
 - ARTICLE 15-CEMETERY - Support
 - ARTICLE 19-INDEFINITELY POSTPONE
 - ARTICLE 20-OPEN SPACE GIC - No position
 - ARTICLE 22-PUMPING BY LAW - Support
 - ARTICLE 23-LAND FORECLOSURE - Support
 - ARTICLE 24-INDEFINITELY POSTPONE
- The Board agreed to amend the Town Mgr. Article Section 3 .c. to say "The screening committee shall consist of five members" (rather than five town residents), chosen by the Board of Selectmen.
 - **ACCEPT DONATION FROM L'ABRI FELLOWSHIP OF \$500** - The Board voted to accept this donation. The Board would like to inquire if L'Abri would consider raising their donation.

WARRANTS

117	\$262,348.92	4/13/12	TOWN PAYABLES
118P	\$530,580.26	4/11/12	SCHOOL PAYROLL
119P	\$253,391.47	4/11/12	TOWN PAYROLL
TOTAL	\$1,046,320.65		

At 7:30 p.m. the Board recessed to attend Town Meeting. The meeting adjourned after Town Meeting at 11:20 p.m.

Submitted by Jean Kitchen, Town Administrator.

<p>BOARD OF SELECTMEN April 10, 2012, 7:00 p.m. Room 190, Trottier School</p>
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Present: Selectmen Bill Boland, Daniel Kolenda, John Rooney.

Also Present: Jean Kitchen, Town Administrator, Aldo Cipriano, Town Counsel.

Meeting called to order 7:00 p.m.

The Board discussed revising the job description of the Town Administrator since the Town Manager proposal failed on the first night of town meeting. The consensus of the board was to strengthen the TA description as much as state statute and local by-law allows.

The Board further agreed to appoint an ad hoc Town Administrator Screening Committee of 5-7 people. They will consider who should be appointed to that committee at a future meeting. The Board also agreed with a recommendation to meet with Jeff Nutting, a municipal consultant and facilitator to review the job description and discuss goals and objectives for the year ahead.

Following, Mrs. Kitchen reviewed what board member will deliver which motions to the floor of town meeting.

At 7:30 p.m. the Board recessed to attend Town Meeting. The meeting adjourned after Town Meeting at 10:03 p.m.

Submitted by Vanessa D. Hale, Assistant Town Administrator.

**BOARD OF SELECTMEN
MEETING MINUTES
April 23, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 6:30 p.m.

Presentation: I-495/Rt 9 interchange study. Paul Nelson of MassDot, and Joanne Haracz, Jeff Maxtutis and Bill Schwartz from the study team updated the Board on the study. They stated that there has been a steady growth of traffic in the area and that by the year 2035 Rt 495 would be at its maximum level of service. They are just getting into the evaluation of options to alleviate traffic congestion, which include roadway improvements, traffic operations and alternatives to driving alone. The next steps of the project are to develop, refine and evaluate the alternatives, develop a recommended plan and issue a final report. A link to the study will be put on the Town website. Mr. Rooney suggested that the study team keep in mind that Southborough is trying to encourage business growth to lessen the tax burden on residents.

Chapter 61A – First Right of Refusal. Atty. Brian Beaton stated that this is the same 13.11 acre Lauredo Realty Trust property (Map 34 Parcel 29) that was before the Board previously. The previous sale fell through but there is a new buyer who has offered to purchase the property for \$1,025,000. There are no organizations that are interested in purchasing the property. Freddie Gillespie said that any organizations that are interested in the property cannot afford it. She requested that a notice policy be created as some organizations did not get notice of the meeting. It was voted unanimously not to exercise the right of first refusal.

Madison Place 40B project, mitigation fund requests. Matt Hurley, Chairman of the ZBA, stated that Robert Moss, the developer of the Madison Place 40B project, has offered \$300,000 in mitigation funds and has requested that they be used for public safety (Police, Fire) and recreation purposes. There is a question as to whether the developer has the right to earmark where the money goes. The ZBA can negotiate mitigation funds but cannot require them for approval of a project. It is Mrs. Kitchen's opinion that it is up to the Selectmen to decide the beneficiaries of the funds. Mr. Rooney suggested that they get Town Counsel's opinion on who has the authority to distribute the funds.

Town Administrator recruitment - discussion. Mrs. Kitchen recommended that the Board look at the job description so that they can advertise. It was determined that a five member screening committee would be best. Mr. Rooney would like to see as much as legally possible of ATM Article 4 incorporated into the revised job description. It was voted unanimously to appoint Russ Milholland to the ad hoc Town Administrator Screening Committee, term to expire on June 30, 2013.

CONSENT AGENDA

1. It was voted unanimously to approve the minutes of the March 27, 2012 and April 3, 2012 meetings and to approve minutes of the April 9, 2012 meeting as amended.
2. Approval of the minutes of the April 3, 2012 Executive Session was held to a future meeting.

It was voted unanimously to approve the following:

3. Appoint John H. Wilson, 4 Middle Road, Southborough, MA as Veteran's Agent & Burial Agent, term to expire April 30, 2013.

4. Accept donations in the amount of \$1,640.00 to the Youth & Family Services donation account.
5. Vote to amend the Traffic Rules and Regulations for the truck exclusion on Gilmore Road.
6. Approve a 2% merit increase for Jennifer Hom, Administrative Secretary for Recreation, with a salary of \$19.31/hour effective 4/3/2011.
7. Appoint Arthur K. Holmes, 73 Oak Hill Road, Fayville, MA 01745 as an alternate member of the Council on Aging, term to expire June 30, 2013.
8. Appoint Joseph C. Mauro, 19 Lamplighter Drive, Shrewsbury, MA 01545 as Fire Warden, term to expire June 30, 2013.
9. Authorize Chairman Boland to be signatory for Central Mass. Mosquito Control Project.

OTHER BUSINESS

1. Meetings dates were set for: May 10, 15 and 29, 2012 and June 5 and 19, 2012.

WARRANTS

120	\$276,658.44	4/20/12	TOWN PAYABLES
TOTAL	\$276,658.44		

List of documents referred to at 4/23/2012 BOS meeting.

Interchange

- PowerPoint presentation

Chapter 61A

- Email notice of time change dated 4/19/2012
- Email notice of meeting dated 4/12/2012
- Letter from Scott Fenton dated March 27, 2012
- Letter from Robert Moss dated 4/18/2012
- Letter from Fire Chief Joseph Mauro dated April 11, 2012
- Letter from Police Chief Jane Moran dated April 11, 2012
- Letter from Recreation Commission dated April 10, 2012
- Email from Facilities Director dated April 19, 2012

Consent Agenda

- March 27, 2012 minutes
- April 3, 2012 minutes
- April 9, 2012 minutes
- Email from Dept. of Veteran's Services dated 3/26/2012
- Letter from Youth & Family Services dated 3/26/2012
- Letter from State Traffic Engineer dated 2/27/2012
- Letter from DPW Superintendent dated 1/26/2012
- Employee performance appraisal (not public record)
- Volunteer form – Arthur Holmes
- Email from Public Health Director dated 4/10/2012

At 8:15 p.m. it was voted on roll call vote (Mr. Boland – aye, Mr. Kolenda – aye, Mr. Rooney –aye) to enter into Executive Session to discuss strategy with regard to contract negotiations with non-union personnel, and not to return to Open Session.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

<p style="text-align: center;">BOARD OF SELECTMEN MAY 1, 2012 CORDAVILLE HALL, 9 Cordaville Road, 6:15 p.m.</p>
--

Present: Bill Boland, John Rooney, Jean Kitchen, Town Administrator. Absent: Dan Kolenda.

Also present: Russ Millholland, Town Administrator Screening Committee, Jeffrey Nutting, Facilitator. The Board discussed how to migrate more responsibility to the next town administrator, especially with administrative and supervisory matters. Discussion surrounded recommended changes to the town administrator job description that included:

Supervision

- Long range planning/organizational changes
- Labor relations issues
- Not just recommend solutions to problems, but also implement these changes

Essential Functions

- Asks the town administrator to present the budget, in addition to preparing and formatting it
- The board should take over the capital planning process, or delegate it internally [only town meeting can disband the Capital Budget Committee]. The Board may offer an article to do this at the October special town meeting
- Board revised the essential functions section

Education and Experience

- Experience – Change this to 5 years
- Add requirement for current driver's license

The Board agreed to these changes and would like to meet with department heads to discuss changes in the new job description. The job description will be updated after tonight's meeting and brought back to the full board at the next meeting of the Board of Selectmen.

FY13 GOALS

GOAL	ACTION BY	TIMELINE
Improve Capital Budget Planning Committee	BOS/NEXT TA, FD	OCT STM
Increase PILOT payments	ROONEY	SEPTEMBER
Better communication with regional school district	FIN PLAN/ROONEY/SS	
Status of town manager form of government	BOS	
Health insurance	TA	OCT
Regionalization of certain services	UPDATE FROM TA	JUNE
Transfer station/trash – its not self sufficient	BOS/KAREN	FALL, IF GOING TO ATM
Economic Development; increase commercial development; Control of residential taxes: <ul style="list-style-type: none"> • UPDATE ZONING • OUTREACH IN COMMUNITY • ECON DEV COMMITTEE LIAISON • NEED FAST TRAL PERMITTING 	ZAC/TA/ROBBINS	ON-GOING
GOAL SETTING SESSION WITH THE NEW TA	BOS	WINTER

Mr. Rooney felt that a town manager by-law was not as important if the Town gets a Town Administrator dealing with the majority of what then Selectmen handle at their meetings now. Collectively, the Board would like to strengthen the role of the Administrator without bumping up against town meeting (as much as statute allows). The Board stressed that it was critical to make sure the revised job description remains in place with future boards, which may require a special act.

New Committee: The Board also voted unanimously to create a 5-person ad hoc committee called the Town Administrator Screening Committee. Russell Millholland, 35 Woodbury Road, was appointed to the committee. The Selectmen agreed to mull over what additional individuals should be appointed to this committee.

The Board moved to enter Executive Session at 8:30 p.m. by roll call vote, with no intent to return to open session. Boland-aye; Rooney-aye.

WARRANTS

121	\$297,372.29	4/27/12	TOWN PAYABLES
122	\$13,461.24	4/27/12	CAFETERIA
123	\$681.94	4/27/12	SCHOOL ENC PAYABLES
124	\$462,423.40	4/27/12	SCHOOL PAYABLES
125P	\$531,660.53	4/25/12	SCHOOL PAYROLL
126P	\$247,312.09	4/25/12	TOWN PAYROLL
TOTAL	\$1,552,911.49		

127	\$646,905.53	5/4/12	TOWN PAYABLES
128	\$182,861.83	5/4/12	SCHOOL PAYABLES
TOTAL	\$829,767.36		

Respectfully submitted by Vanessa D. Hale, Asst. Town Administrator.

**BOARD OF SELECTMEN
MEETING MINUTES
May 10, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 8:00 p.m.

Finalize Town Administrator job description. All members are comfortable with the changes that were made and incorporated into the document. It was suggested that Town Counsel review it for conflicts with the Town By-laws. Leo Bartolini suggested that it be approved by Town Meeting. It was voted unanimously to approve the job description and to authorize the advertising of the position. Mrs. Kitchen will send it to Town Counsel for review.

Discussion and potential appointment of the Town Administrator Screening Committee. Russ Millholland said that he had contacted the five individuals that had been suggested by the Board. Mr. Rooney stated that he had reviewed resumes of the candidates and is OK with all of them. Mr. Kolenda said that the resumes and experience of the candidates is outstanding. Mr. Boland is pleased with all the candidates. Mr. Rooney reviewed the resumes of the candidates for those in attendance and those that may be watching on TV. It was voted unanimously to appoint Susan G. Baust, Brian J. Donovan, Philip A. Jenks, Joseph C. Laning, Russell B. Millholland and Paul M. Cimino to the Town Administrator Screening Committee, term to expire upon the successful hiring of the Town Administrator. It was voted unanimously to approve a six member committee.

Reports

Town Administrator.

- Mr. Boland and Mrs. Kitchen attended a reception in recognition of Christian Dano, firefighter who volunteers his time at the center and for John Wilson, Veteran's Agent.
- On Friday the Rotary Club sponsored people from India and Mrs. Kitchen showed them around the Town House.

Chairman.

- Mr. Boland will be attending the Metrowest Regional Collaborative breakfast.

CONSENT AGENDA

The Board voted unanimously to:

1. Approve the minutes of the April 23, 2012 meeting.
2. Approve the minutes of the February 28, 2012 Executive Session.
3. Accept a payment in lieu of tax donation of \$40,334.00 from the New England Center for Children, the second half of their annual payment; also accept a donation of \$6,000.00 for the ladder truck.
4. Remove Joseph C. Mauro from the Southborough Emergency Planning & Management Committee as Primary – Operations for the Fire/Rescue/Haz-Mat, Second Alternate – Fire/Rescue/Haz-Mat and EPCRA Right-to-Know Coordinator – LEPC (SARA Title III).
5. Appoint Joseph C. Mauro to the Southborough Emergency Planning & Management Committee as Primary – Fire/Rescue/Haz-Mat – Fire Chief.
6. Vote to surplus DPW vehicles and used granite and authorize auctioning of these Items.

7. Approve joining MAPC regional bid for crack sealing services, guardrail installation and catch basin services.
8. Vote to surplus the Fire Department hovercraft water vessel and use the proceeds to purchase another water vessel.
9. Accept a donation of 25 Great Courses CD kits to the Library, with an estimated value (used) of \$2,438.
10. Accept a donation of \$100.00 to be allocated to the ambulance donation account.

WARRANTS

129	\$329,234.03	5/11/12	TOWN PAYABLES
130P	\$524,675.24	5/9/12	SCHOOL PAYROLL
131P	\$259,163.80	5/9/12	TOWN PAYROLL
TOTAL	\$1,113,073.07		

List of documents referred to at 5/10/2012 BOS meeting.

Town Administrator

- Job description

Screening Committee

- Notice to Town Clerk dated May 2, 2012
- Memorandum from Vanessa Hale dated May 8, 2012
- Volunteer Form and resume – Susan Baust
- Volunteer Form – Brian J. Donovan
- Volunteer Form and resume – Philip Jenks
- Volunteer Form and resume – Joseph Laning
- Volunteer Form and resume – Russell Millholland
- Volunteer Form and resume – Paul Cimino

Consent Agenda

- April 23, 2012 minutes
- Letter from NECC dated April 27, 2012
- Letter from Neal Aspesi dated April 27, 2012
- Memorandum from DPW Superintendent dated May 1, 2012
- Letter from Fire Chief Mauro dated April 25, 2012
- Memorandum from Library Director dated April 17, 2012
- Letter from Fire Chief dated April 26, 2012

Meeting adjourned at 8:44 p.m.

Respectfully submitted,

Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
May 22, 2012
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:30 p.m.

Re-Organization of Board of Selectmen. Mr. Boland explained that the members usually rotate into the position of Chairman, with the member entering his last year becoming Chairman. Mr. Boland nominated Mr. Rooney and Mr. Kolenda seconded the motion. Mr. Rooney agreed to accept the nomination so long as he would have the aid of the rest of the Board. Mr. Boland said that the main difference is that the Chairman sets the agenda and is more in contact with staff. It was voted unanimously to appoint Mr. Rooney as Chairman, and voted unanimously to appoint Mr. Kolenda as Vice-Chairman. Mr. Rooney stated that every week the Selectmen get a packet of documents pertaining to the meeting emailed to them, and he would like the packet made available online for anyone that is interested. Mr. Rooney also suggested that residents who are watching on TV be able to send in questions by email. Mr. Boland is against this as there is no way to verify who is sending the emails and it would take the Town Administrator away from her duties. Mr. Kolenda does not support this but would like to discuss it at another meeting.

Transfer of Package Store/Wine and Malt Beverages License from Rte.9 Beer & Wine, Inc to Tony's Beer & Wine, Inc., d/b/a Tony's Beer & Wine, 349 Turnpike Road, Laurie Medri, Manager and approval of Pledge of License and Common Victualler License. Atty. Paul Galvani, Laurie & Anthony Medri and Eric Spinner all attended the hearing. Atty. Galvani stated that the Medris have a purchase and sales agreement for the land and building as well as the business, and that they intend to keep the business as it is. The hours would be from 7:00 a.m. to 9:00 p.m. every day except Sunday, which would be 12:00 p.m. to 9:00 p.m. There have been no issues with the previous owners at that location. It was voted unanimously to approve the transfer of the Package Store/Wine and Malt Beverages License from Rte.9 Beer & Wine, Inc. to Tony's Beer & Wine, Inc., d/b/a Tony's Beer & Wine, 349 Turnpike Road, Laurie Medri, Manager, and to approve the Pledge of License and Common Victualler License.

Chris Robbins and Economic Dev. Team – Northeastern Economic Development Self Assessment Tool proposal. Chris Robbins and Kathy Bartolini represented the Economic Development Team. The team was created to help sustain and grow the town's commercial base. They have met with business and non-profit leaders and created a listing of those businesses. The team would like to use Northeastern University's survey tool to learn the town's strengths and weaknesses. The cost of the survey kit is \$5,000, and will provide a well disciplined study that will help work out a strategic plan providing more specific direction as to where the Town wants to go as far as development. It was voted unanimously to support the Economic Development Team and to authorize the use of \$500 from the Engineering Consulting Fund to help offset the cost of the survey kit.

AT&T flag pole proposal ERS. Atty. Edward Pare, of Brown & Rudnick, represented AT&T. AT&T had presented a plan for replacing the current flagpole/antenna last year but the design did not go over well. They have come back with a plan for a new pole that is specially designed for the Town. The new design is 110' high and 16" diameter from top to bottom. 16" is the least they can use at the top as the antenna is 16" in diameter. Mr. Rooney feels that it looks like a tower, rather than a flagpole and still

has an issue with it. Mr. Kolenda said that they were making progress and, as a veteran, anything that flies the flag should be respectful. He asked if there is anywhere else in town that it can go. Atty. Pare stated that zoning ordinances directed them to Town property. Mr. Boland asked if the antenna at the top could be painted gold, to look like a ball, but was informed that the paint would interfere with the signal. There was a discussion as to whether the flag could be raised and lowered with this design. Mr. Rooney asked if they could use the church steeple, but there is no room there as Sprint uses it. Mr. Boland is not sure that he has a problem with a straight pole, and asked if AT&T would be willing to do something for the veterans as he would be OK with the flagpole if the veterans are. AT&T has several programs that could be of benefit to the veterans and they will meet with them to discuss those options. AT&T was intrigued by the idea of leaving the flagpole in front and putting the pole in the back of the building. The discussion will continue at a future meeting.

Reports.

Town Administrator.

- The Medical Reserve Board gave the Town's Health Board an award
- She needs the Board's feedback on the list of appointments

CONSENT AGENDA

1. It was voted to approve the minutes of the meetings held April 10, 2012 and May 1, 2012. Mr. Kolenda abstained as he was not at those meetings.
2. It was voted unanimously to accept a donation of \$80.00 to be allocated to Youth and Family Services donation account.

WARRANTS

132	\$3,221,819.09	5/18/12	TOWN PAYABLES
133	\$12,316.02	5/18/12	SCHOOL PAYABLES
134	\$65,533.35	5/18/12	SCHOOL PAYABLES
135	\$144,831.52	5/18/12	SCHOOL PAYABLES
TOTAL	\$3,444,499.98		

136	\$170,445.57	5/11/12	TOWN PAYABLES
137P	\$535,803.93	5/9/12	SCHOOL PAYROLL
138P	\$247,524.03	5/9/12	TOWN PAYROLL
TOTAL	\$953,773.53		

List of documents referred to at 5/22/2012 BOS meeting.

License Hearing

- Notice of Meeting
- Letter from Atty. Galvani dated April 24, 2012
- Petition for Transfer of Ownership
- Manager Application
- Petition for Change of License
- Application for Common Victualler License

Economic Development

- Economic Development Toolkit brochure

AT&T

- Notice to abutters
- Site plan
- Pole and antenna design
- Photo renderings
- Abutters list

Consent agenda

- April 10, 2012 minutes
- May 1, 2012 minutes
- Letter from SYFS dated May 16, 2012

Meeting adjourned at 9:25 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
May 29, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Dan Kolenda, Vice Chairman; Bill Boland and Jean Kitchen, Town Administrator.

The Board re-entered Open Session at 7:30 p.m.

Ed Astella asked for, and was given, permission to videotape the meeting.

Annual Appointments. Ms. Kitchen explained that items on the list with no color were in-house appointments, yellow marked a vacancy, green meant the appointee had returned the form for reappointment, orange has not yet returned the form for reappointment and salmon did not wish to be reappointed. There will be a revised list next week. It was voted unanimously to appoint all the positions in green or white on page 1, with terms to expire as listed. It was voted unanimously to appoint those in green or white on page 2, with terms to expire as listed. It was voted unanimously to appoint those in green or white on page 3, with terms to expire as listed, except for Regina McAuliffe of ZBA. It was voted unanimously to dissolve and not reappoint the Zoning Advisory Committee (ZAC). Regina McAuliffe asked why she was the only one requesting reappointment that had to come before the Board, and why was the ZBA under such scrutiny. Mr. Rooney responded that he had concerns about the ZBA after some serious allegations were made at a previous hearing, and that the Board was giving her the opportunity to address any concerns that they may have. He also said that an alternate member of the ZBA has expressed interest in her position and that he will be given the opportunity to come before the Board at a future meeting. Mr. Boland appreciates the time she has spent on the ZBA but feels that it is time for some new blood. Mr. Kolenda said that it is a very difficult decision as she has much to give but others have an interest in the position. Mr. Rooney stated that he does not know Ms. McAuliffe at all and needs information on how she conducts herself, and is giving her the opportunity to provide that information. Ms. McAuliffe said that she was raised knowing that it is important to contribute to the town and always felt that it was her obligation to contribute her time and energy. She doesn't know what else to contribute her time to and would feel short changed if she wasn't given the opportunity to continue. Sam Stivers noted that in all the freedom-of-information documents he has received regarding complaints against the ZBA none were against Ms. McAuliffe. He stated that he is in favor of her continuing on the Board as she brings history, and that he has seen nothing improper in her years on the ZBA. Roger Challen spoke in favor of Ms. McAuliffe as her point of view is well thought out, and she does her homework. He is a little concerned that there appears to be a movement to appoint new people rather than reappoint, especially on the ZBA. He is also concerned that Mr. Boland appears to have already made up his mind before this meeting. Nancy Vargas shares Mr. Challen's concerns and said that if there is a personal reason for Mr. Boland's decision then it could be brought to Executive Session so as to give Ms. McAuliffe a chance to discuss it. Ed Astella spoke in favor of reappointing Ms. McAuliffe. Mr. Rooney said that ancillary issues should stay that way and that he would not base his decision on those issues. He would like to hear from the other candidate, so is not ready to appoint or reappoint this evening. A motion was made and seconded to continue the discussion on June 5, 2012. Mr. Boland stated that he was not in favor of reappointing Ms. McAuliffe and that his mind would not change regardless of who came forward. It was voted 2-1 (Mr. Boland – no) to continue the discussion on June 5, 2012.

Discussion on accepting emails during selectmen's meetings regarding agenda items. Mr. Rooney had suggested at a previous meeting that residents be allowed to send email questions during meetings. On thinking about it, he feels that it would bring up issues as to the identity of the person emailing, but could also keep people actively involved and invite more participation in the meetings. Mr. Kolenda thinks it is an interesting idea but feels that there would be little, or no, back and forth and debate is important. Also, you can not tell who an individual is by their email address, there can be internet outages, and the Town Administrator is already busy during the meetings and what about those who do not have internet access. Mr. Boland does not see it working well as Ms. Kitchen is busy keeping track of the meeting and he doesn't see her being able to keep track of emails at the same time. Emails are not instantaneous. He is a firm believer in participation and thinks that if they feel strongly about an issue they should attend the meeting. Nancy Vargas agrees with Mr. Kolenda and Mr. Boland and thinks that the agendas should be more specific and the meeting packet be available on the website. Roger Challen agrees with the Board's position and thinks that it will be unwieldy. A motion was made to accept emails during meetings but was not seconded.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the May 10, 2012 meeting
2. Appoint Sharon A. V. Shoemaker, 22 Wood Street, Southborough, MA to the Community Preservation Committee, term to expire June 20, 2014.
3. To dissolve the Fire Chief Screening Committee.
4. Appoint Sara E. Evans, 76 Main Street, Southborough, MA to the Youth Commission, term to expire June 30, 2014.
- 5.

WARRANTS

139	\$805,977.45	6/1/12	TOWN PAYABLES
TOTAL	\$805,977.45		

List of documents referred to at 5/29/2012 BOS meeting.

Annual Appointments

- 2012 Appointments list

Consent agenda

- May 10, 2012 minutes
- Town Volunteer Form – Sharon Shoemaker
- Letter from SYFS dated May 18, 2012 re: Sara Evans
- Town Volunteer Form – Sara Evans

Meeting adjourned at 8:57 p.m.

Respectfully submitted,

Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
June 5, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Bill Boland and Jean Kitchen, Town Administrator. Mr. Kolenda was absent.

Mr. Rooney opened the meeting at 6:35 p.m.

Tim Kemper, Recreation Commission – potential trail agreement with MWRA. Mr. Kemper explained that the MWRA has decided to open up aqueducts from Wachusett Reservoir to Weston for use as recreation trails. They are asking each town the trail runs through to agree to support and maintain the trail system. Mr. Boland was aware that the request would be coming and has some concerns with the Town having to maintain parts of the trail. He indicated that this maintenance issue could be a sticking point for some towns. He is also concerned that the MWRA is drafting the agreement. Mr. Kemper will forward the agreement to the Board, who will then send it Town Counsel for review.

Discussion of Remote Participation statute and review of remote participation draft policy. Mrs. Kitchen stated that the Attorney General has amended the Open Meeting Law to allow for remote participation, and provides clear guidelines for such participation. Some of the requirements are: the request for remote participation must be made through the Chair of the committee, there has to be a quorum, all parties must be audible and must have access to all materials being used at the meeting. It was voted unanimously to adopt the policy as drafted. Sam Stivers said that he was concerned that some might overuse the policy, and was concerned that during an executive session there might be another person at the remote access area without the Board's knowledge. Mr. Rooney responded that he was not inclined to tie the hands of the Chair by limiting the number of times someone can participate remotely. Committee Chairs will be required to sign a form stating that they have read, and understand, the regulations. Mr. Boland feels that remote participation will be the exception rather than the rule.

Continue Committee Appointments (ZBA appointment on June 26th agenda). It was voted unanimously to appoint Carl S. Anderson Jr. as Constable, with term to expire June 30, 2013, and to appoint Haley L. DiStefano to the Youth Commission, with term to expire June 30, 2015. It was voted unanimously to change the Police Chief's term dates to coincide with her contract dates.

Discussion: Status of Town Manager legislation. Mr. Rooney stated that a policy had been adopted re: shifting some responsibilities to the Town Administrator. He said that the duties of Town Manager need to be formalized. While interviewing for Town Administrator they have to keep in mind that the candidate could be a good fit for Town Manager. He suggested forming a committee to iron out the wrinkles in the existing draft so that it can be presented to Town Meeting again. Mr. Boland suggested an Ad Hoc committee appointed by the BOS. Mr. Rooney feels that it is important that the committee not be seen as an extension of the Board. It was suggested that the committee consist of one member from the BOS, one from Advisory, one recommended by Advisory and two citizens-at-large. John Butler, Advisory, suggested that the committee persist until the BOS decides it is done, with no automatic termination clause. It was voted unanimously to create the Town Manager Legislation Ad Hoc Committee.

Reports.

Chairman

- Mr. Rooney reported that a letter had been received from Special Private Lindsay Armstrong regarding the care packages that were sent to the military.

Town Administrator

- A request from Facilities and the Library for a letter of support to CPC for repair of the brick walkway at the library.
- DPW employee John Parent received a certificate.

CONSENT AGENDA

It was voted unanimously to:

1. Approve expenditures of \$17,000 from Water Salaries to Water Operating expenses line item to cover unexpected water facility maintenance and repairs.
2. Award the Fire Station generator contract to Ostrow Electric for \$101,700.
3. Appoint Vanessa D. Hale as Acting Town Administrator, effective July 1, 2012 through the appointment and successful contract negotiations of a permanent Town Administrator. The Board thanked Ms. Hale.
4. Accept the resignation of John Leeds from the Conservation Comm. The Board thanked him for his service.
5. Appoint Carl Guyer to the Conservation Comm. to fill John Leed's vacancy, term to expire June 30, 2014. Mr. Guyer had already been interviewed for a previous vacancy on this committee.
6. Change the Town dental plan from Delta Dental to Blue Cross Dental. Delta's rates went up substantially and Blue Cross has a better rate and better coverage.

OTHER BUSINESS

1. It was voted unanimously to authorize the refinancing of the home at 16B Stockwell Lane under the LIP program.
2. Meeting dates were set for July 10 and 31, 2012 and August 28, 2012.

WARRANTS

140	\$306,089.35	6/8/12	TOWN PAYABLES
141P	\$539,036.47	6/6/12	SCHOOL PAYROLL
142P	\$261,720.94	6/6/12	TOWN PAYROLL
TOTAL	\$1,106,846.76		

List of documents referred to at 6/5/2012 BOS meeting.

Recreation Commission

- Maps of trail
- Press Release from Executive Office of Energy & Environmental Affairs

Remote Participation

- Draft of Remote Participation Policy
- Remote participation guidelines
- Remote participation request form
- Copy of Open Meeting laws

Appointments

- 2012 Appointments list

Consent Agenda

- Letter from DPW Superintendent dated May 18, 2012
- Letter from Facilities Manager dated May 25, 2012
- Letter from John Leeds dated May 24, 2012
- Volunteer Form – Carl Guyer
- Letter and resume from Carl Guyer dated 2/25/2012
- Letter from Town Treasurer/Collector dated May 30, 2012
- Letter from Marlborough Savings Bank dated May 29, 2012

Meeting adjourned at 7:30 p.m.

Respectfully submitted, Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
June 26, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Jean Kitchen, Town Administrator.

The Board returned to Open Session at 7:10 p.m.

Mr. Rooney asked for a moment of silence in memory of Eleonora Burke.

Senator Eldridge, Representative Dykema and Representative Levy. Representative Levy could not be in attendance. Senator Eldridge stated that his priorities are protecting local aid, maintaining funding for safety net services, advocating for a fair and equitable tax system, promoting budget transparency and accountability, preventing deeper cuts in environmental protection, stimulating the economy and investing in transportation. Representative Dykema said that the House has passed their budget and the growth in health care costs continues to be a challenge, Chapter 70 education aid was increased by 3% for Assabet, regional transportation is level, Chapter 90 aid has been held up and she is advocating for the money to be released soon, the CPA matching funds has increased to 45%, the MWRA has agreements to open up aqueducts for recreation and she is talking to local businessmen on how to create jobs. Mr. Boland said that he would love to see movement on taxing non-profits on their residential housing units and on the utility companies' double pole bill. Mr. Rooney agrees with looking to have residential housing for non-profits taxed. Senator Eldridge responded that there is not a lot of support for taxing non-profits but does agree that housing should be taxed, and suggested that the Town file a home rule petition. Rep. Dykema said that the House will be voting on the solar bill and that it is a difficult issue as the companies want stability while the towns want flexibility. Mr. Boland asked that they try to be fair on Chapter 70 language, where wealth factors in.

Interview of David Eagle and Arlon Brown for ZBA Committee appointment. Mr. Rooney said that there are four things he thinks are important in ZBA members: the willingness to become informed, commonsense, objectiveness and fairness.

David Eagle. Mr. Eagle opened a business in town in 1976 and moved here in 1987. He has owned his business for over 20 years and has served on numerous boards. He feels that the key to being a good decision maker is to be a good listener, and to be able to listen to and hear both sides. He is familiar with the pluses and minuses in Town and feels that it can be better if developed smartly. He would recuse himself if he thought there was a conflict, has attended Planning Board hearings and is committed to helping the ZBA. He has no time constraints as his children are grown, he doesn't get sidetracked and will keep meetings moving along and can bring a great perspective. He wasn't the right fit several years ago but came back last year as an alternate member and has really enjoyed it. He is a current member of the Business Development Team but would give it up if the BOS felt that it was a conflict, even though he feels that both committees compliment each other.

Arlon Brown. Mr. Brown has applied to be an alternate member of the ZBA. Mr. Brown has an open mind, considers both sides, keeps laws in mind, concurs that the rural nature of the town is important but that it needs to increase its commercial tax base in certain districts. He feels strongly that you have to check your opinions at the door and follow town by-laws. He doesn't see any conflict with his business but would disclose it if there was. His strengths are that he has had 35 years of commercial

real estate brokerage and has appeared before many other Town Boards, and has dealt with engineering companies. He is also a current member of the Economic Development Team.

A couple of audience members feel that serving on the Economic Development Team and the ZBA gives the appearance of a conflict. Mr. Rooney agrees and said that the appearance of a conflict is just as important as an actual conflict. Mr. Kolenda said that they can get the opinion of the State Ethics Commission ahead of time. Both candidates are willing to give up their positions on the Economic Development Team if necessary. Mr. Rooney pointed out that the agenda did not say anything about an alternate ZBA member and would like to give others the chance to come forward. Mr. Boland stated that there is no current opening for an alternate and that Mr. Brown would not have to interview with the Board again. Regina McAuliffe said that she had nothing more to say and that she wished to withdraw her application. Mr. Rooney and Mr. Kolenda thanked her for her service to the Town. It was voted unanimously to appoint David Eagle to the ZBA for five years, commencing on July 1, 2012. Since there is now an alternate position available Mr. Rooney suggested holding that vote to the next meeting to give others the opportunity to apply. Sam Stivers strongly encouraged more women to apply.

Approve FY13 Transfer Station Rules and Regulations. Karen Galligan, DPW Superintendent, discussed increasing the transfer station sticker fees. Mr. Rooney is of the opinion that the Town should be thinking of going to pay-as-you-throw. Ms. Galligan provided a list of surrounding towns that use pay-as-you-throw, and stated that not all costs were covered in some towns. On the fee increase Ms. Galligan suggested going from \$150 to \$250 as that would cover the costs. Mr. Rooney was not in favor of such a high fee. Mr. Kolenda suggested going to \$210. Leo Bartolini stated that the sticker fee was only implemented to control who used the transfer station, not to cover the cost of running the station. Mr. Rooney thinks the Town should not be in the trash business but since it is, it should be done in a fiscally responsible way and adding it to the tax rolls is not responsible. A couple of residents stated that the Town did not have to be in the trash business as there are private haulers that service Town residents. Ms. Galligan will look into the cost of closing the transfer station. It was voted 2-1 (Mr. Kolenda – no) to approve the fee structure as amended.

Update on Main Street reconstruction and discussion on cost of underground utilities. Gregory Russell and Brian Brosnan, of VHB, reported that placing utilities underground would cost approximately \$7.17 million, of which \$2.73 million would be just for the area of the Town Common. There would be fewer outages but it would not improve the transmission. Mr. Kolenda suggested that there may be some money available through the Historical Commission. Mr. Boland said that it would be nice to have the utilities underground but it is costly. He felt that best way to do it would be a by-law and surcharge, but doesn't think residents in other areas of town would want to pay to benefit another area. Mr. Hamilton pointed out that \$8 million would cover the cost of a new Police Station – which would be best to borrow money for? It was voted unanimously to not go forward with undergrounding the utilities.

Ms. Galligan informed the Board that the design plan for the Town Common area has been changed to address concerns raised by the Historical Commission and area residents. She asked that the Board send a letter to the DOT in support of the design change. Kate Matison, a member of the commission, offered to write a letter to accompany the BOS letter.

Town Manager Legislation Ad Hoc Committee applicants (interview and discussion). The Advisory Committee met and agreed to have Brian Shea and Al Hamilton represent them on the Committee. Mr. Rooney volunteered to represent the BOS and several residents asked to be considered. There was a discussion as to the merit of having seven members instead five. It was decided that seven members would not be an issue. It was voted unanimously to appoint Brian Shea, Al Hamilton, John Rooney,

Roger Challen, Janice Conlin, Janet Maney and Tim Martel to the Town Manager Legislation Ad Hoc Committee, with terms to expire June 30, 2013.

Mr. Rooney, Mr. Kolenda and Mr. Boland thanked Mrs. Kitchen for her service to the Town over the past six years, and for her support and guidance. They wished her all the best in her retirement.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the May 22, 2012, May 29, 2012 and June 5, 2012 meetings.
2. Vote a voluntary odd/even watering ban to begin June 26, 2012 through Sept. 22, 2012.
3. Ratify the Acting Town Administrator contract.
4. Accept the resignation of Susan Chorey from SHOPC as the Housing Authority Representative.
5. Appoint Aaron Richardson, Thomas Rock and William Woodford, III as Police Officers.
6. Appoint Maureen Colleary as Acting Assistant Town Administrator, effective July 1, 2012.
7. Approve a request to transfer \$3,000 from the Water Division Salary line item to the Water Division Operations line item.
8. Approve annual reappointments as listed on the sheet entitled "2012 Appointments" dated June 26, 2012, with terms to expire as listed.
9. Approve FMLA leave for Dean Cibelli, effective June 13, 2012.
10. Approve a Common Victualler License for Pope Shenouda Enterprises III, Inc., d/b/a Eros Gourmet Pizza & Deli, 162 Cordaville Road, Suite 140, Sameh Hanna new owner.
11. Award contracts:
 - Senior Center boiler controls to Johnson Controls - \$14,702.00
 - Fuel Oil to Falconi Brothers, Inc. - \$2.79/gallon.
 - Tree removal to JD Tree Service, LLC - \$66,660.00
 - Crack Sealing services to Crack Sealing, Inc. - \$14,302.50
 - Guardrail to Commonwealth Guardrail, Inc. - \$24,610.00
 - Catch basin cleaning to Truax Corp. - \$24,225.00
12. Approve a request to transfer \$2,542.87 from the Capital Maintenance article to Building Maintenance accounts.

WARRANTS

143	\$145,142.24	6/15/12	TOWN PAYABLES
144	\$90,194.81	6/15/12	SCHOOL PAYABLES
TOTAL	\$235,337.05		

145	\$366,967.73	6/22/12	TOWN PAYABLES
146	\$12,307.50	6/22/12	CAFETERIA
147P	\$340,543.91	6/20/12	SCHOOL BALLOON PAYROLL
148P	\$493,034.82	6/20/12	SCHOOL PAYROLL
149P	\$299,792.86	6/20/12	TOWN PAYROLL
TOTAL	\$1,512,646.82		

150	\$63,007.36	6/29/12	TOWN PAYABLES
151	\$142,248.34	6/29/12	SCHOOL PAYABLES
152	\$152,368.23	6/29/12	SCHOOL PAYABLES
TOTAL	\$357,623.93		

List of documents referred to at 6/20/2012 BOS meeting.

Representatives

- Letter from Senator Eldredge

ZBA appointment

- Town Volunteer Form – David Eagle
- Town Volunteer Form – Arlon Brown

Transfer Station

- Memo from DPW Superintendent dated June 22, 2012

Main Street

- Notice of Meeting
- Memo from DPW Superintendent dated October 19, 2011

Ad Hoc Committee

- Email from Jean Kitchen dated June 22, 2012

Consent Agenda

- May 22, 2012 minutes
- May 29, 2012 minutes
- June 5, 2012 minutes
- Memo from DPW Superintendent dated June 5, 2012
- Letter of Resignation – Susan Chorey
- Letter from Police Chief dated June 7, 2012
- Email from DPW Superintendent dated June 13, 2012
- 2012 appointments list dated June 26, 2012
- Application for Common Victualler License
- Memo from Facilities Manager dated June 20, 2012
- Memo from Facilities Manager dated June 21, 2012

Meeting adjourned at 10:10 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
July 10, 2012
MCAULIFFE MEETING ROOM**

Present: Daniel Kolenda, Vice Chairman; Bill Boland and Vanessa Hale, Acting Town Administrator. Mr. Rooney was absent.

Mr. Kolenda opened the meeting at 7:00 p.m.

Conservation Commission – discussion/appointment with applicants – through June 30, 2015. Mr. Kolenda and Mr. Boland will interview the candidates this evening but the vote will not be taken until the next meeting, when Mr. Rooney is present. Mr. Rooney will watch the meeting on cable.

- Kathleen Curtiss. Ms. Curtiss would like to participate more in Town and feels that this would be a perfect fit since she has been in the landscape business for over 25 years, and is currently taking a landscape design course. She has volunteered in the school system, and is interested in being trained in conservation.
- Sam Stivers. Mr. Stivers was on the ZBA for seven years and the Zoning Advisory Committee. He has attended dozens of Conservation Commission meetings. He takes the responsibilities seriously and has no baggage as far as conflict of interest. He is interested in streamlining the permitting process, and having a better understanding of expenditure issues.
- John Thorburn. Mr. Thorburn has dealt with the MWRA as Weston Fire Chief, has no conservation experience but is willing to learn. He was a member of the Personnel Board, and a part-time dispatcher. He would be fair and equitable with applicants. He goes to Florida for the month of March but would only miss one meeting.

Appoint ZBA alternate – through June 30, 2013. No other candidates came forward for the position. It was voted unanimously to appoint Arlon Brown as ZBA alternate, term to expire June 30, 2013.

Reports.

Acting Town Administrator.

- Training on sexual harassment was held for Dept. Heads this morning, and training will be held for the rest of the staff.
- The new Town Manager Study Committee will hold its first meeting on July 19, 2012.

CONSENT AGENDA

It was voted unanimously to:

1. Award the Animal Control Services contract to Mr. Leslie E. Boardman, pending Town Counsel review.
2. Award the contract to McKenna Management for consulting services. Ms. Hale will sign the contract.
3. Appoint Thomas J. Conlin, 20 Pinecone Lane, Southborough MA to the Southborough Elderly Housing Committee, term to expire June 30, 2013.
4. Accept donations totaling \$5,981.04 to be allocated to the Youth and Family Services account.
5. Accept donations made to the library totaling \$180.00

WARRANTS [FY12]

153	\$302,620.99	6/3/12	TOWN PAYABLES
154P	\$443,379.85	6/30/12	SCHOOL PAYROLL *
155P	\$265,726.96	6/30/12	TOWN PAYROLL
TOTAL	\$1,011,727.80		

* School Payroll includes FY13 portion. Split to be identified by School and Town Accountant will move FY13 portion.

156	\$160,488.07	7/13/11	TOWN PAYABLES
157	\$310,171.94	7/13/11	SCHOOL PAYABLES
158	\$120,584.09	7/13/11	SCHOOL PAYABLES
159	\$196,337.80	7/13/11	SCHOOL PAYABLES
160	\$32,997.90	7/13/11	SCHOOL PAYABLES
TOTAL	\$820,579.80		

WARRANTS [FY13]

1	\$1,378,748.94	7/6/12	TOWN PAYABLES
TOTAL	\$1,378,748.94		

2	\$294,042.86	7/13/12	TOWN PAYABLES
TOTAL	\$294,042.86		

List of documents referred to at 6/20/2012 BOS meeting.

Conservation.

- Town Volunteer form and resume – Kathleen Curtiss
- Town Volunteer form and letter – Sam Stivers
- Town Volunteer form – John Thorburn

ZBA

- Town Volunteer from and resume – Arlon Brown

Consent Agenda

- Professional Services Agreement
- McKenna Management Agreement
- Memorandum from Jean Kitchen re: Thomas Conlin
- Letter from SYFS dated June 19, 2012
- Letter from Southborough Library dated June 28, 2012

Meeting adjourned at 7:23 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
July 31, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Vanessa Hale, Acting Town Administrator.

The Board re-entered Open Session at 7:10 p.m.

Appointment to Conservation Commission – term to expire June 30, 2015. Kathy Curtiss, Sam Stivers and John Thorburn were interviewed at the July 10, 2012 meeting. Mr. Rooney was not present at the meeting but watched the interviews on local cable TV. Mr. Kolenda was impressed with the wealth of experience amongst the candidates and stated that it was a difficult decision as he sees the benefit in each one. Mr. Boland agreed and was glad to see someone stepping up that has landscape experience. He is leaning toward Ms. Curtiss. Mr. Rooney feels that they are three exceptional candidates, and is leaning toward Mr. Stivers. It was voted 2-1 (Mr. Rooney not in favor) to appoint Kathy Curtiss to the Conservation Commission, with a term to expire June 30, 2015.

Special One Day Wine & Malt License to St. Mark's Church, 27 Main Street, Southborough for a dinner Dance Gala Event to be held on September 22, 2012. Rev. Philip Labelle, Rector of St. Mark's Church stated that they were celebrating their 150th Anniversary with an evening service followed by a dinner dance. They will be providing a glass of wine for the toast and will be selling beer and wine. It was voted unanimously to approve the Special One Day Wine & Malt License to St. Mark's Church, 27 Main Street, Southborough for a dinner Dance Gala Event to be held on September 22, 2012.

Update from the Chairman of the Town Administrator Screening Committee. Russ Millholland stated that the committee interviewed several candidates and has selected three candidates to bring before the Board. He was not willing to release the names at this time, as they have not all notified their current employer. He will be releasing the names next week. After the announcement the committee will be able to check references and do a background check, and there will be a meet and greet with department heads. Final interviews, with the Board, have been scheduled for August 20, 2012. Mr. Rooney thanked Mr. Millholland and the committee for their work, and thanked Ms. Hale for stepping in as Acting Town Administrator.

AT&T – continuation of flagpole design. Mr. Rooney said that the local veterans have reluctantly agreed to the design proposed. He read a letter from Dr. Stone, who is against the design and would prefer to see it put in another location. Ed Pare, attorney for AT&T, stated that there is no other flagpole designed like this as this is designed specifically for this location, and that it is the best they can do as it has to accommodate the antennas, which are 16" in circumference. Mr. Kolenda feels strongly that the existing pole should stay and that another location be found for the new pole so that AT&T won't be coming back in a few years to change the design again. Mr. Pare said that he didn't think that would happen as antennas are getting smaller and smaller. He also stated that there are no design specifications for flagpoles, and to keep in mind that it is not just a flagpole. Mr. Rooney doesn't think that a 16", 100' tube belongs in that location. The Town currently receives \$24-26K from AT&T, and AT&T is proposing to raise that to \$40K and has offered outreach services to the veterans. Steve Whynot, VFW Commander, said that if it absolutely, positively had to be that way then they would reluctantly accept it, but would prefer to see it in a different location. John Wilson, Veteran's Agent, would like to see it located elsewhere and it needs to be functional as a flagpole, not just a cell tower. He would like to see it tapered. Peter Phaneuf gave a history of the current flagpole and is concerned that the proposed pole may not be strong enough. It was voted unanimously to deny the current design proposal.

Zoning By-law update with members of the Planning Board. Don Morris, Planning Board Chairman, gave an overview of the plan. He stated that the Zoning Advisory Committee completed their work in May 2012 and it was turned over to the Planning Board. There have been three public hearings so far, and the goal is to continue with the public hearings, get feedback from the public, compile the notes and bring it to the Planning Board. The final document will be available mid to late September and will be available on the Town website. A Special Town Meeting is essential for proper review. They are currently waiting for the Comparison Document, which they are expecting any day. Advisory is against going to Town Meeting in October since the Comparison Document is not available, and it could take four months for the analysis to be done. Mr. Rooney said that it is not practical to go to Town Meeting without the support of Advisory, as they would need a 2/3 vote. John Butler, Advisory Committee, said that Advisory can do the financial impact analysis if they have the Comparison and Build-out analysis. Mr. Morris requested that the Financial Analysis be done by an independent analyst. Mr. Boland stated that there was not enough time to get everything done for an October Town Meeting for zoning by-law changes and suggested that they meet with the Town Clerk to get a later date.

Proposal for Boroughs Open Space Plan. Eric Denoncourt, Town Planner, explained that the Metropolitan Area Planning Council (MAPC) had awarded funds to the Central Mass Boroughs (Marlborough, Northborough, Southborough and Westborough) to collaborate on the development of a regional park system. Arthur Bergeron, Marlborough Economic Development Corporation, said that companies kept saying that employees were looking for walking trails and MAPC's suggestion for the boroughs to connect their park systems is an interesting idea worth exploring. He is trying to get it done by the end of the year. Mr. Rooney thinks that it is a creative way to attract business and suggested that Mr. Bergeron work with Southborough's Open Space Committee and Economic Development Committee.

Report.

Acting Town Administrator.

- Northeastern is hosting a 3 hour interactive self assessment seminar on Tuesday September 18, 2012, and is looking for a Selectman to participate.
- Town Counsel is assisting in training employees on record retention.

CONSENT AGENDA

1. The minutes of the June 26, 2012 meeting were held to a later meeting. It was voted 2-0 (Mr. Rooney abstained since he wasn't at the meeting) to approve the minutes of the July 10, 2012 meeting.

It was voted unanimously to:

2. Sign the warrant for the State Primary.
3. Appoint Frederick P. Mabardy, 32 Deerfoot Road, Southborough, MA as a Special Officer, term to expire June 30, 2013.
4. Accept the resignation of Jeff Rudd, 215 Middle Road, Southborough, MA as the Community Gardens Coordinator.
5. Accept a donation of \$20.00 to the Conservation Trust Fund.
6. Appoint Paul Bourdon as Breakneck Hill Cow Fund Representative, term to expire June 30, 2013.
7. Accept donations amounting to \$110.00 to be allocated to the ambulance donation account.
8. Accept a donation of \$250.00 to be allocated to the emergency management account.

OTHER BUSINESS

1. Meetings were scheduled for Monday, August 20, 2012 for Town Administrator interviews, and regular meetings scheduled for September 4 and 18, 2012.
2. The Board authorized the hiring of an interim Communications Officer to cover military leave in the Police Department.

WARRANTS [FY12]

161P	\$52,958.26	6/30/12	TOWN PAYROLL [SPLIT]
TOTAL	\$52,958.26		

WARRANTS [FY13]

3	\$1,378,748.94	7/20/12	TOWN PAYABLES
4P	\$351,224.99	7/18/12	SCHOOL SUMMER PAYROLL
	\$74,460.88	7/18/12	SCHOOL PAYROLL
5P	\$228,939.62	7/18/12	TOWN PAYROLL [SPLIT]
TOTAL	\$1,306,598.36		

6	\$176,525.10	7/27/12	TOWN PAYABLES
TOTAL	\$176,525.10		

List of documents referred to at 6/20/2012 BOS meeting.

Conservation Commission

- Town Volunteer form and resume – Kathy Curtiss
- Town Volunteer form and letter – Sam Stivers
- Town Volunteer form – John Thorburn

License

- Application for Wine & Malt Special License (one day)
- Letter from The Rev. Philip N. LaBelle dated July 8, 2012

AT&T

- Notice of Hearing
- Plans
- Notes from Steve Whynot and AT&T

Zoning

- Copy of PowerPoint slides
- Email from Advisory dated 7/13/2012

Open Space Plan

- Article from Community Advocate

Consent Agenda

- June 26, 2012 minutes
- July 10, 2012 minutes
- Letter from Jeff Rudd dated July 12, 2012
- Memo from Conservation Commission dated July 17, 2012
- Letter from Greg Mertz dated June 29, 2012
- Request for reappointment – Paul Bourdon
- Letters from Fire Chief Mauro dated July 25, 2012

Other Business

- Letter from Police Chief Moran dated July 19, 2012

Meeting adjourned at 9:40 p.m.

Respectfully submitted, Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
August 20, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Vanessa Hale, Acting Town Administrator.

Mr. Rooney opened the meeting at 6:05 p.m.

Town Administrator interviews.

In the interest of saving time, Mr. Rooney summarized each candidate's education and work experience as they came before the Board.

Leon A. Gaumond Jr.

Mr. Gaumond is currently the Town Administrator for the Town of West Boylston. He feels that a Town Administrator/Manager needs to keep an open mind, listen intently before making a judgment, be committed to public service, ethical and level headed. His first order of business would be to get to know employees and residents, new growth, economic development and grants.

Mark J. Purple.

Mr. Purple is currently the Interim Town Manager for the Town of Ashland, and prior to that was their Assistant Town Manager/Finance Director. He feels that it is important to have a good relationship with employees and residents, believes in having an open-door policy, have an eye towards fiscal responsibility and wouldn't ask someone to do something that he wouldn't do himself. His first order of business would be to meet with Selectmen, Department Heads, employees, residents and businesses to understand their needs and concerns and to meet with Selectmen to set goals for himself and the community.

Anita M. Scheipers.

Ms. Scheipers is currently the Assistant Town Administrator for the Town of Lincoln. She feels that a Town Administrator needs to be a good listener, has to be approachable, supportive, have strong financial skills, attention to detail and welcoming. Her first order of business would be to get a handle on finances, get an updated capital plan, meet with Department Heads and their staff and get to know residents.

WARRANTS [FY13]

7	\$822,340.77	8/3/12	TOWN PAYABLES
8	\$6,448.58	8/3/12	CAFETERIA
9	\$49,351.90	8/3/12	SCHOOL ENC PAYABLES
10P	\$342,558.29	8/1/12	SCHOOL SUMMER PAYROLOL
	\$87,503.46	8/1/12	SCHOOL PAYROLL
11P	\$256,847.79	8/1/12	TOWN PAYROLL
TOTAL	\$1,576,050.79		
12	\$234,015.02	8/17/12	TOWN PAYABLES
13P	\$342,303.29	8/15/12	SCHOOL SUMMER PAYROLL
	\$75,542.51	8/15/12	SCHOOL PAYROLL
14P	\$271,269.88	8/15/12	TOWN PAYROLL
15	\$49,857.78	8/17/12	SCHOOL ENC. PAYABLES
16	\$31,761.92	8/17/12	SCHOOL PAYABLES
TOTAL	\$1,004,750.40		

List of documents referred to at 8/20/2012 BOS meeting.

- Resume – Leon Gaumond
- Resume – Mark Purple
- Resume – Anita Scheipers

Meeting adjourned at 9:30 p.m.

Respectfully submitted, Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
September 4, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Vanessa Hale, Acting Town Administrator.

The Board re-entered Open Session at 8:07 p.m.

Request from Facilities Manager to move office to Senior Center. Phil Rinehart, Facilities Director, stated that the increased use of the Arts Building by the Recreation Department has become disruptive to himself and his assistant. He is asking to move his offices to the second floor of the Senior Center. Both the Fire Chief and Building Inspector have approved the use of specific areas, so long as there is no public access to those areas. Mr. Rinehart has arranged to meet with residents in office space on the first floor. Since the Facilities budget currently pays the utilities for both the Senior Center and the Arts Building it was agreed that the Arts Building portion will be moved to the Recreation budget. It was voted unanimously to approve the move of the offices for Facilities to Cordaville Hall.

Police Chief.

- Appoint Interim Communications Officer. Previously Chief Moran was given approval to advertise for an Interim Communications Officer. It was voted unanimously to appoint Kyle Devincent as Interim Communications Officer effective 8/18/2012, with pay rate to be finalized by the Personnel Board.
- Approve use of mitigation funds (with Fire Chief). Fire Chief Mauro and Police Chief Moran would like to use mitigation funds from the Madison Place project to purchase a new CAD system. Chief Mauro stated that a brand new CAD system is expensive but would allow for better communication with personnel and with onboard computers. This system meets the needs of both the Fire and Police Departments and part of the cost is to move the data from the old system to the new one. Chief Moran said it would bring them into the 21st century as they will be able to communicate with surrounding police departments and agencies. It will be a time saver as they will only need to enter information once, instead of five or six different times. It will take about six months to get the system up and running. The Board agreed to allow the use of the mitigation funds for the CAD system.

Request from residents pertaining to vacant lot at 0 Pinecone Lane. Richard Petrillo, 1 Waterview Lane, spoke for the residents. Mr. Petrillo said that the main concern of the residents is roadway visibility as the brush restricts visibility at corners and extends into the roadway in areas. Neighboring residents are agreeable to sharing the cost of maintaining the lot. The plan is for Jay's Landscaping to clear, and maintain, about five feet in from the curb. The rest of the lot will be left as is. Karen Galligan, DPW Superintendent, thinks that it is a good idea as the DPW currently uses a roadside mower to take down the brush, as doing it by hand would take a couple of days. Mr. Boland was concerned that the Town would be left footing the bill if the contractor didn't get paid. It was voted unanimously to approve the request for residents to contract with Jay's Landscaping to clear and maintain the edge of the lot at 0 Pinecone Lane, with the condition that the landscaper writes a note stating that the Town would not be liable for the cost.

Reports.

Acting Town Administrator

- Asked who would be available for the Heritage Day parade on Columbus Day. Mr. Boland and Mr. Rooney will be around.
- Chief Mauro promoted two officers.
- EAP training for staff on public speaking tomorrow.

Chairman

- Have reached agreement on essential terms of the contract with Mark Purple and are fine tuning the rest. Hope to have a start date mid October.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the July 31, 2012 meeting.
3. Approve a merit increase for :
 - David Maida, Communications officer, a 2% increase to \$22.57/hour plus shift differential, effective 9/21/2012.
 - Susan Wood, Administrative Secretary, a 2% increase to \$19.19/hour effective 9/9/2012.
 - Patricia Ellis, Library Assistant, a 0.9% increase to \$22.13/hour effective 9/21/2012.
4. Place Robert Kane on IOD leave as of July 26, 2012
5. Place Sarah Cassell on FMLA.
6. Accept the resignation of Deborah McHorney from Southborough Scholarship Advisory Committee.
7. Accept Donations in the amount of \$870.00 in memory of George Boothby to the Ambulance Donation Account.
8. Appoint Charles A. Schick, 26 Jericho Hill Road, Southborough, MA to the Green Technology and Recycling Committee, term to expire June 30, 2013.
9. Appoint Christopher A. DeMoranville, 85 North Street, Jefferson, MA 01522 to the Southborough Emergency Planning & Management Committee as GIS/Engineer Representative – LEPS [SARA Title II], Primary – GIS/Engineer Representative and First Alternate – Department of Public Works, term indefinite.
10. Receive notification of Council on Aging grant.
11. Accept the resignation of Jeanne Survell, Administrative Secretary, Building Department.
12. Approve contracted service agreement for temporary assistance in the Building Department.

Also:

2. Set meetings for September 19, October 2 and October 18, 2012.

WARRANTS [FY13]

17	\$2,227,841.86	8/24/12	TOWN PAYABLES
18	\$51,942.69	8/24/12	SCHOOL ENC PAYABLES
19	\$58,728.69	8/24/12	SCHOOL PAYABLES
TOTAL	\$2,338,513.24		

20	\$937,681.78	8/31/12	TOWN PAYABLES
21P	\$342,303.00	8/29/12	SCHOOL SUMMER PAYROLL
	\$86,181.58	8/29/12	SCHOOL PAYROLL
22P	\$262,219.93	8/29/12	TOWN PAYROLL
TOTAL	\$1,628,386.29		

WARRANTS [FY13]

23	\$57,453.54	9/7/12	TOWN PAYABLES
TOTAL	\$57,453.54		

List of documents referred to at 9/4/2012 BOS meeting.

Facilities Manager

- Memo from Facilities Manager dated 8/17/2012
- Memo from Fire Chief dated 8/8/2012
- Memo from Building Inspector dated 8/9/2012
- Email from Recreation Director dated 8/29/2012

Police Chief

- Letter from Chief dated 8/22/2012
- Letter from Chief to Personnel Board dated 8/22/2012
- Letter from Police and Fire Chiefs dated 8/28/2012

Pinecone Lane

- Notice of Hearing
- Letter from abutters dated 8/3/2012
- Letter from Jay's Landscaping dated 7/17/2012
- Email from Paul Pisinski dated 8/16/2012

Consent agenda

- Minutes of July 31, 2012 meeting
- Performance and self appraisals – David Maida (not public record)
- Performance appraisal – Susan Wood (not public record)
- Performance appraisal – Patricia Ellis (not public record)
- Letter of resignation – Deborah McHorney
- Letter from Fire Chief dated 8/24/2012
- Volunteer form – Charlie Schick
- Letter from Neal Aspesi dated 8/29/2012
- Letter from Senior Center Director dated 8/20/2012
- Letter of resignation dated 8/28/2012

Meeting adjourned at 9:23 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
September 19, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Vanessa Hale, Acting Town Administrator.

Mr. Rooney opened the meeting at 6:30 p.m.

Financial update with Finance Director and Town Accountant. Heidi Kriger, Town Accountant, stated that there is \$1,401,143.00 in certified free cash. Of that, approximately \$399,000.00 is from unspent department budgets that were turned back in. Brian Ballantine, Finance Director, said that departments are doing a good job of staying within budget and that he is seeing a slow financial recovery. Mr. Ballantine has estimated the FY2014 budget under three different scenarios:

- A) No increase in budgets, which will result in a 1.65% tax increase.
- B) 2 ½ % across the board increase, which will result in a 4.21% tax increase.
- C) 2 ½ % increase in operational budgets, with a 4% increase for School, DPW and Public Safety, which will result in a 5.27% tax increase.

Mr. Ballantine recommends trying a level service budget to see how it works out. The Board agreed and will request that Department Heads work up a level service budget. The Board requested that an article to dissolve the Capital Budget Committee be put on the next Town Meeting Warrant.

Transfer Station Violation Hearing. Karen Galligan, DPW Superintendent, stated that Mario Alberini and a friend were seen in the Transfer Station without a sticker, and a resident who was at the recycling area complained to the DPW employee on duty that Mr. Alberini had made a rude comment to her. Mr. Alberini and his friend, who are not Southborough residents, left the Transfer Station after the employee talked to them. Mr. Alberini is disputing the \$250 fine. Mr. Alberini stated that he and a friend were riding in his pick-up truck when they spotted the Transfer Station. Since he is a welder, and has done some work for other towns, he decided to drop off a business card at the office. On entering they did not see an office so continued up the hill, where they spotted a tractor similar to one owned by his friend's father. They got out of the truck to look at the tractor and that is when the employee approached them. On questioning by the Board Mr. Alberini admitted to seeing the signs saying that the Transfer Station was only for Southborough residents and that a sticker was required, but he assumed that was for dumping, and since he wasn't dumping anything he thought it appropriate to enter. He does not recall making a comment to the resident, but thought that it could possibly have been his friend who did so. Mr. Alberini does not feel that it is fair that he should be fined \$250 as it is his first offense. Mr. Boland said that it is clearly posted that it is for residents only and that there is a \$250 fine. It was voted unanimously to uphold the \$250 fine, and to allow him 45 days to pay it.

Reports.

Chairman.

- Last Friday Mr. Rooney joined Department Heads for their meeting at Assabet Valley. He found it very informative and suggested that one member of the Board attend each meeting in the future.
- Yesterday he attended an Economic Development meeting sponsored by the Economic Development team and facilitated by Northeastern University.
- Mr. Purple will be starting as Town Administrator on October 18.

Acting Town Administrator.

- Spoke with Mr. Purple regarding dates available for the Board of Selectmen meetings, and would like the Board to set dates for October and November. It was decided on October 2 and 30, and November 5 and 20.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the September 4, 2012 meeting as amended.
2. Accept donations in the amount of \$130.00 to be allocated to Youth and Family Services.

3. Accept donations in the amount of \$150.00 in memory of George Boothby to be allocated to the Ambulance Donation account.
4. Appoint Carl Guyer, 146 Middle Road, Southborough, MA to the Green Technology and Recycling Committee, term to expire June 30, 2013.
5. Appoint John Cook, III, 11 Graystone Way, Southborough, MA to the Green Technology and Recycling Committee, term to expire June 30, 2013.
6. Appoint Susan G. Baust, 28 Latisquama Road, Southborough, MA to the Southborough Cultural Arts Council, term to expire September 19, 2014.
7. Appoint Craig Nicholson, 30 Pine Cone Lane, Southborough, MA to the Recreation Commission, term to expire June 30, 2013.
8. Approve "Southborough Unscheduled" on the night of Thursday, March 7, 2013.
9. Award the bid for the demolition of the Fayville Pump Station to Associated Building Wreckers, Inc. in the amount of \$34,785.00, to be funded from the 2011 Town Meeting, Article 14, line item 6161-6-451-580-68244.

On roll call vote at 7:30 p.m., Mr. Kolenda – aye, Mr. Boland – aye, Mr. Rooney – aye, the Board entered into Executive Session to conduct strategy with respect to collective bargaining. The Chair declared that an open meeting may have a detrimental effect on the bargaining position of the Town.

WARRANTS [FY13]

24	\$437,960.95	9/14/12	TOWN PAYABLES
25P	\$45,755.73	9/12/12	SCHOOL PAYROLL
26P	\$250,949.04	9/12/12	TOWN PAYROLL
TOTAL	\$1,234,665.72		

27	\$136,108.84	9/21/12	TOWN PAYABLES
28	\$7,425.32	9/21/12	CAFETERIA PAYABLES
29	\$7,444.28	9/21/12	SCHOOL ENC. PAYABLES
30	\$40,294.67	9/21/12	SCHOOL ENC. PAYABLES
31	\$62,954.16	9/21/12	SCHOOL PAYABLES
TOTAL	\$254,227.27		

List of documents referred to at 6/20/2012 BOS meeting.

Financial update

- FY14 Budget Estimates

Transfer Station

- Complaint dated 8/16/2012
- Notice of fine dated 8/20/2012
- Letter from Mario Alberini dated 8/22/2012
- Letter to Mario Alberini dated 9/19/2012

Consent Agenda

- September 4, 2012 minutes
- Letter from SYFS dated 8/31/2012
- Letter From Fire Chief dated 9/14/2012
- Letter from Fire Chief dated 9/6/2012
- Town Volunteer form – Carl Guyer
- Town Volunteer form – John Cook
- Town Volunteer form – Susan Baust
- Town Volunteer form – Craig Nicholson
- Letter from SFYS dated 9/7/2012
- Letter from DPW Superintendent dated 9/13/2012

Respectfully submitted by Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
October 2, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Vanessa Hale, Acting Town Administrator.

Mr. Rooney opened the meeting at 6:35 p.m.

John Wilson, Veteran's Agent re: department organization. John Wilson, Veteran's Agent, is requesting to hire an assistant so that someone would be available to veterans if he were absent. No additional funding would be needed as he is proposing a 70/30 salary split. Mr. Boland informed Mr. Wilson that he would need to go to the Personnel Board as the Veteran's Agent position is classified under the Salary Administration Plan and a new position would require Personnel Board and Town Meeting approval. Mr. Rooney advised Mr. Wilson to start looking for someone while it goes through the process.

The Gazebo needs paint and repair and Mr. Wilson has a couple of people that are willing to help with that project.

A plan for placing street signs at the cemetery is being readied for presentation. They still have to decide how many streets to name and which veterans to name them after. There are still a lot of details to be worked out, but they hope to have the project completed for Memorial Day.

Eastbrook, Inc. d/b/a Sperry's Country Market Beer & Wine, 205 Turnpike Road, Southborough, MA – Package Store Wine and Malt License and Common Victualler License. Atty. William Brewin represented the owner, Anthony Speranzella, and manager, Brian Libby. Atty. Brewin stated that Mr. Speranzella is planning on selling beer and wine along with some food offerings and a redemption center. Mr. Libby has worked for the company for 25 years and currently manages the Hudson store. He will spend the majority of his time at the Southborough location. The store will be open from 7:00 a.m. to 10:00 p.m., but the liquor section will be closed from 7:00 a.m. to noon on Sundays. It was voted unanimously to approve the Package Store/Wine and Malt Beverages License for Eastbrook, Inc., d/b/a Sperry's Country Market Beer & Wine, Brian Libby, Manager, located at 205 Turnpike Road, Southborough MA.

Transfer Station violation. Karen Galligan, DPW Superintendent, and Mark Wambolt met with the Board. Ms. Galligan said that under normal circumstances Mr. Wambolt would just have received a warning for not having a sticker, instead of a \$250 fine, as he is a resident and that he received a \$250 fine for the second offense as he removed the security chain and used a one-ton dump truck to dump directly into the hopper and did not put the chain back up. Ms. Galligan showed a video of the activity. She also stated that Mr. Wambolt tried to renew his sticker but was refused as he had two \$250 fines against him. Mr. Wambolt stated that he and his son have three vehicles between them with stickers, but did not use those as they were clearing out his son's house and it was easier to make one trip with the dump truck than three trips with a passenger vehicle. He said that he left when the DPW employee told him that he could not bring a dump truck into the Transfer Station. Mr. Wambolt also stated that he has 10 vehicles registered to his business in Sudbury, but he intentionally pays excise tax to Southborough. Mr. Rooney explained that there is a big trash problem in town, and that trash is a big expense for the Town. Mr. Kolenda said that the video showed that some of the items dumped were

recyclable. Mr. Wambolt said that he did not see the sign and was unaware that there is a \$250 fine for entering without a sticker. He was reminded that he should have been aware of it as he had received a previous \$250 fine for entering without a sticker. Mr. Wambolt then stated that he didn't realize that entering without a sticker was such a big deal, and threatened to register his business vehicles in Sudbury. Mr. Rooney said that he was willing to be flexible on the first fine but not the second and Mr. Kolenda concurred. It was voted unanimously to reduce the first fine to a warning and to uphold the \$250 fine on the second offense.

Update from Representative Carolyn Dykema. Rep. Dykema said that all Massachusetts cities and towns are facing challenges, and appreciates what the Town is going through. She stated that the Commonwealth has passed budgets for the past three years that has not increased taxes or fees, has a rainy day fund of \$1.4b and is one of two states to have its bond rating increased to AA+. Chapter 70 funding was increased and the Chapter 90 bill was signed by the Governor. Train schedules need to be expanded, and she is working on getting stronger language put into the contract to increase penalties for late trains. Mr. Boland feels that the State needs to take look at the unfunded mandates that put a strain on local budgets. Both Mr. Boland and Mr. Rooney thanked Rep. Dykema for all that she has done for the Town of Southborough.

Recreation Department – status of 9-11 agreement with DCR. A member of the Recreation Commission and Doreen Ferguson, Recreation Director, informed the Board that they will be negotiating a new five year contract with DCR for the 9-11 Memorial Field. They would like to extend the contract for a longer period of time but the State will not allow that. The Town currently pays \$7,000/yr to lease the field and is responsible for maintaining the field, parking lot and portable toilet. The issue this time is that the field is at the end of its life span and needs to be replaced. The cost of removing the old carpet, fixing drainage problems and replacing the carpet could be \$500,000 to \$600,000. Mr. Rooney suggested finding new ways to fund it, and to be more aggressive in negotiations with the State. Mr. Kolenda suggested meeting with the State Representative and State Senator to see how they could help.

Reports

Acting Town Administrator.

- Two members of the Board are needed to march in the Heritage Day Parade. Mr. Rooney and Mr. Boland will be there.
- Reminder that the next meeting is on October 30, 2012.
- Would like to set a meeting with Planning for Monday, November 5, 2012.

CONSENT AGENDA

1. Voted unanimously to approve the minutes of the August 20, 2012, and September 19, 2012 meetings.
2. Voted unanimously to place Nathan Kendall on IOD for September 16, 2012.
3. Signed the State Election Warrant.
4. Voted unanimously to accept a donation from the Fay School in the amount of \$1,500, to be allocated to the Library for children's programming.
5. Voted to accept a donation of \$25 in memory of George Boothby, to be allocated to the ambulance donation account.
6. Voted to accept the resignation of Yurima Guilarte-Murphy from the Southborough Cultural Arts Council.

OTHER BUSINESS

1. Voted unanimously to award the contract for roadway maintenance to the low bidder, Massachusetts Broken Stone Company, 332 Sawyer Hill Road, Berlin, MA 01503, in the amount of \$1,573,530.00. Funding will come from Article 8 of the 2010, 2011 and 2012 Annual Town Meetings, Article 12 of the 2012 Annual Town Meeting, the Fairfield Roadway Improvements Fund, the Perpetual Care Fund and Chapter 90 monies from FY10, FY11, FY12 and FY13.

WARRANTS [FY13]

32	\$352,856.62	9/28/12	TOWN PAYABLES
33	\$63,973.05	9/28/12	SCHOOL PAYABLES
34P	\$545,758.85	9/26/12	SCHOOL PAYROLL
35P	\$259,130.91	9/26/12	TOWN PAYROLL
TOTAL	\$1,194,719.43		

36	\$674,801.93	10/5/12	TOWN PAYABLES
37	\$60,726.14	10/5/12	SCHOOL PAYABLES
TOTAL	\$735,528.07		

List of documents referred to at 10/2/2012 BOS meeting.

Veteran's Agent

- Memorandum from Vanessa Hale dated 9/25/2012

Eastbrook Inc

- Public Hearing notice
- Application for Common Victualler License
- Hours of operation

Transfer Station

- Letter to Mr. Wambolt dated 9/20/2012 from Acting Town Administrator
- Email from the Finance Director to Mr. Wambolt dated 9/12/02012
- Reply email from Mr. Wambolt dated 9/13/2012
- DPW Notice of Fine dated 2/9/2012
- Transfer Station Issue list dated 2/4/2012
- Letter from Treasurer/Collector to Hollerbrook Builders dated 3/30/2012
- DPW Notice of Fine dated 8/30/2012
- Transfer Station Sticker Check list dated 8/29/2012

Rep. Dykema

- Presentation notes

Recreation

- Memorandum of Agreement dated 3/28/2002
- Memorandum of Agreement dated 1/29/2008
- Regulations for the use of the 9-11 Memorial Field
- 911 Permits list from July 2011 to June 2012

Consent Agenda

- August 20, 2012 minutes
- September 19, 2012 minutes
- Warrant for State Election
- Memo from Library dated 9/14/2012
- Letter from Fire Chief dated 9/26/2012
- Letter from Yurima Guilarte-Murphy dated 9/21/2012

Other Business

- Letter from DPW Superintendent dated 9/27/212
- Notice to Bidders
- Notice of Bid Sheet from Massachusetts Broken Stone Company
- Paving Contract funding sources

Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

<p>BOARD OF SELECTMEN MEETING MINUTES October 22, 2012 MCAULIFFE MEETING ROOM</p>

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Mark Purple, Town Administrator.

Mr. Rooney opened the meeting at 5:00 p.m.

The Board welcomed new Town Administrator Mark Purple to his first board meeting.

Administrative Secretary: The Board voted unanimously to appoint Maegan Cox as Administrative Secretary in the Building Department. After reviewing her well stated qualifications, the Board further voted that her starting rate will be \$19.00 per hour and she will commence employment on November 8, 2012.

Meeting adjourned at 5:20 p.m.

Respectfully submitted,
Vanessa Hale, Asst. Town Administrator

**BOARD OF SELECTMEN
MEETING MINUTES
October 30, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice-Chairman; Bill Boland and Mark Purple, Town Administrator.

Mr. Rooney opened the meeting at 6:23 PM. He noted that the agenda was limited due to the loss of power at the Town House because of Hurricane Sandy.

Executive Session. Mr. Boland made a motion to enter into Executive Session for the purpose of non-union contract negotiations, seconded by Mr. Kolenda. Unanimous roll call vote, 3-0-0. The Board entered into Executive Session at 6:25 PM.

The Board returned to open session at 7:03 PM.

Reports.

Chairman.

- Mr. Rooney updated the Board on National Grid's storm response. He said that he was anticipating another phone call back from the operations supervisor later that evening to determine whether or not restorations to certain streets could be made in order to open schools on Wednesday. Mr. Rooney will send out an email updating the public on National Grid's progress to restore power to the residents.
- Mr. Rooney brought up the issue with proceeding with Halloween in the wake of the storm. The Board agreed to have Mr. Purple issue a notice on the Town website that parents should use the utmost caution and care in allowing their children to trick or treat.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes from October 2, 2012.
2. Approve merit increase for Michael Cunningham, Communications Officer.
3. Approve merit increase for Jonathan Kersting, Communications Officer.
4. Approve contract for carpeting and moving services in Town House.
5. Dissolve the Town Administrator Screening Committee.
6. Appoint Mary M. Mathon, 5 Mooney Lane, Southborough, MA to the Southborough Scholarship Advisory Committee, term to expire June 30, 2014.
7. Accept donation of \$100.00 to be allocated to the ambulance donation account.
8. Accept donation of \$190.00 to be allocated to the Youth and Family Services donation account.

Other Business.

Mr. Boland made a motion to call the Annual Town Meeting for April 8, 2013, and to open the warrant. Motion was seconded by Mr. Kolenda, and unanimously approved, 3-0-0.

Mr. Kolenda made a motion to adjourn the meeting at 7:30 PM, seconded by Mr. Boland. Unanimous vote to approve, 3-0-0.

Respectfully submitted,
Mark J. Purple, Town Administrator

**BOARD OF SELECTMEN
MEETING MINUTES
November 5, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Mark Purple, Town Administrator.

Mr. Rooney opened the meeting at 6:00 p.m.

Report from Town Manager Ad Hoc Committee. Al Hamilton, Chairman of the committee reviewed the process so far. The next steps will be to finalize the budget part of the law, review and vote on the draft documents, meet with the public and other boards and officials to review the draft, and resolve the “signing of the warrant” powers. The goal is to be ready for Jan/Feb Town Meeting, if there is one. The Committee has recommended a five member Board of Selectmen, which would require special legislation. Mr. Rooney and Mr. Kolenda feel that a five member Board could be a challenge. Mr. Boland recommended that the final draft be reviewed by Town Counsel.

Planning Board – status report on Zoning Bylaw. Don Morris, Chairman, said that there have been multiple public hearings and that they have received good feedback. They will not be requesting a winter Town Meeting as they still need to get the build-out analysis, updated zoning maps, comparison tables, and the fiscal analysis still has to be done. They think it will be ready some time in June. The Board would like to update the BOS at a later date.

Advisory Board – FY14 budget planning. Brian Ballantine, Finance director, reviewed the process used last year, but was not advocating it for this year. He suggested that Mark Purple, Town Administrator, work out a budget with each Department Head and then bring it to the BOS for tweaking. He should then submit it to Advisory for review. Mr. Ballantine feels that this process will work better than joint meetings with Advisory. Mr. Rooney suggested that Mr. Purple work with each Department Head to come up with a budget, then Mr. Purple and the Department Head should present the budget to Advisory. After Advisory has reviewed the budgets there should be a joint meeting to discuss any differences. Mr. Kolenda and Mr. Boland agreed with Mr. Rooney’s suggestion. John Butler, Advisory Committee, agreed with Mr. Rooney’s suggestion but was concerned that they would get ahead of themselves and end up with a large tax increase. Mr. Rooney assured him that the BOS had asked Department Heads for a level service budget, and that Mr. Purple would drill down the budget with the Department Head. Mr. Purple said that they would show Advisory what the department feels they need and what was arrived at.

Reports.

Town Administrator.

- Maegan Cox was hired as Administrative Secretary for the Building Department.
- Trying to standardize contract documents.
- The Library is hosting inside story speakers program.

CONSENT AGENDA

It was voted unanimously to:

1. Accept a donation in the amount of \$75.00 to be allocated to the Ambulance Donation Account.
2. Approve the Police Chief contract extension.
3. Approve Reach the Beach Relay Race on May 17, 2013

OTHER BUSINESS

1. Meeting dates were set for December 4 and 18, 2012 and January 8 and 22, 2013.

WARRANTS [FY13]

38	\$302,054.83	10/12/12	TOWN PAYABLES
39P	\$549,822.15	10/10/12	SCHOOL PAYROLL
40P	\$241,252.61	10/10/12	TOWN PAYROLL
TOTAL	\$1,093,129.59		

41	\$126,789.68	10/19/12	TOWN PAYABLES
42	\$8,394.00	10/19/12	CAFETERIA PAYABLES
43	\$12,905.97	10/19/12	SCHOOL PAYABLES
TOTAL	\$148,089.65		

44	\$289,026.46	10/26/12	TOWN PAYABLES
45	\$54,347.04	10/26/12	SCHOOL PAYABLES
46	\$77,876.51	10/26/12	SCHOOL PAYABLES
47P	\$550,586.85	10/24/12	SCHOOL PAYROLL
48P	\$250,973.14	10/24/12	TOWN PAYROLL
TOTAL	\$1,222,810.42		

49	\$513,712.11	11/2/12	TOWN PAYABLES
50	\$38,580.82	11/2/12	SCHOOL PAYABLES
TOTAL	\$552,292.93		

List of documents referred to at 11/5/2012 BOS meeting.

Town Manager Legislation

- Amendment Draft

Advisory Board

- Memo from Finance Director dated October 24, 2012

Consent Agenda

- Letter from Fire Chief dated October 31, 2012
- Employment agreement – Police Chief
- Email to Town Administrator re: road race, dated October 29, 2012

Meeting adjourned at 7:25 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
November 20, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Mark Purple, Town Administrator.

Mr. Rooney opened the meeting at 6:30 p.m.

Tax Classification Hearing. Paul Cibelli, Principal Assessor, and the Board of Assessors attended the hearing. Mr. Cibelli read a letter from the BOA into the record and explained the different options available, and their effect on the tax rate. The BOA has voted unanimously to continue with a single tax rate. Mr. Kolenda agrees that a single tax rate is best as it will attract businesses. Mr. Boland agreed and stated that we need to attract more businesses, and it fits in with the Master Plan. He has always been, and continues to be, in favor of a single tax rate. Mr. Cibelli said that local business owners have told him that they have been able to keep vacancies down because of the single rate. Mr. Rooney read a letter from the Corridor Nine Chamber of Commerce in support of a single tax rate. Sam Stivers stated that a split rate would benefit residential owners, and that businesses could pass the increase on to consumers. Mr. Rooney's concern with a split rate is that new growth is trending down and will affect future finances. Mr. Boland said that many of the small businesses are owned locally and the owners are paying both business and residential taxes. Raising business taxes affects everyone in town. Robert McDonald, from EMC, stated that most of their holdings are in towns with a single tax rate, and that in tenant based properties the tenants pick up the taxes but in large companies it is the owner that pays the taxes. Mr. McDonald is in favor of a single tax rate. Chris Robbins, Economic Development Committee, said that there are only a few companies in town that have 20 or more employees, with EMC being the largest. It was voted unanimously to support a single tax rate of \$16.54.

Reports

Town Administrator

- Cindy MacLeod has been hired as Clerk for the Board of Health and Board of Assessors.
- The first Madison Place mitigation check has been received.
- The Town Office will be closed on Friday, November 23, 2012 for Thanksgiving.
- The Veteran's Agent met with the Personnel Board re: Deputy Agent.
- A loss control grant has been received from MIIA and will be used for security cameras.
- Annual license renewal will be on agenda for next meeting.
- The DPW Superintendent has received a grant to study options for trash.

CONSENT AGENDA

It was voted unanimously to:

1. Approve minutes of the October 30, 2012 and November 5, 2012 meetings.
2. Approve minutes of the October 30, 2012 Executive Session, as amended.
3. Approve a merit increase for Maureen Colleary, Executive Assistant to the Board of Selectmen
4. Approve a merit increase for Barbara Spiri, Library Assistant.
5. Accept payment in lieu of tax donation of \$40,334.00 from New England Center for Children, the first half of their annual payment; also accept a donation of \$6,000.00 to the ladder truck. Mr. Rooney thanked them for their donations to the Town.
6. Accept a donation of \$150.00 to be allocated to the Library.

7. Appoint Yun Gao, 7 Davis Road, Southborough MA to the Southborough Stewardship Committee, term to expire June 30, 2013.
8. Appoint Stephen Nelvert as part-time Communications Officer, hourly rate to be set at \$13.43.

WARRANTS [FY13]

51	\$1,382,760.57	11/9/12	TOWN PAYABLES
52P	\$557,183.71	11/7/12	SCHOOL PAYROLL
53P	\$254,517.92	11/7/12	TOWN PAYROLL
TOTAL	\$2,194,462.20		

54	\$269,146.70	11/16/12	TOWN PAYABLES
TOTAL	\$269,146.70		

55	\$361,622.82	11/21/12	TOWN PAYABLES
56	\$9,971.77	11/21/12	CAFETERIA PAYABLES
57	\$51,001.98	11/21/12	SCHOOL PAYABLES
58P	\$551,381.95	11/21/12	SCHOOL PAYROLL
59P	\$262,089.13	11/21/12	TOWN PAYROLL
TOTAL	\$1,236,067.65		

List of documents referred to at 11/20/2012 BOS meeting.

Tax Classification

- Tax Classification Hearing packet dated November 20, 2012

Consent Agenda

- October 12, 2012 minutes
- November 5, 2012 minutes
- Letter from NECC dated October 26, 2012
- Memo from Library Director dated November 13, 2012
- Town Volunteer form/resume – Yun Gao
- Letter from Police Chief dated November 14, 2012

At 7:25 p.m. it was voted, on roll call vote (Mr. Kolenda – aye, Mr. Boland – aye, Mr. Rooney – aye) to enter executive session to discuss collective bargaining negotiations, and not return to Open Session.

Respectfully submitted,

Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
December 4, 2012
MCAULIFFE MEETING ROOM**

Present: John Rooney, Chairman; Daniel Kolenda, Vice Chairman; Bill Boland and Mark Purple, Town Administrator.

Mr. Rooney opened the meeting at 6:30 p.m.

Class II License – M & M Vehicles, Inc., d/b/a Central Motors, 349 Turnpike Road. Atty. Paul Galvani, Michael Lombardo and Michael Ermani attended the hearing. Atty. Galvani stated that Mr. Lombardo and Mr. Ermani were co-owners and operators of the business, which is currently located in Worcester. They would like to move the business to this location in Southborough, and are planning on renovating the existing building, landscaping and upgrading the lighting. The business will consist of sales of used vehicles and general vehicle repair. The hours of operation will be: Monday through Friday 7:30 am to 8:00 pm, Saturday 9:00 am to 5:00 pm and Sunday 12:00 pm to 5:00 pm. It was voted unanimously to approve the Class II License for M & M Vehicles, 349 Turnpike Road, Southborough, MA.

Chief Mauro – service award ceremony. Chief Mauro presented service awards to three Fire Department employees who retired recently, after reaching the mandatory retirement age of 65. The recipients were:

- Jack Peltier, who was unable to attend due to illness, was a safety officer for 11 years. Mr. Peltier's son Jim accepted the award.
- Cindy Bechtel, an EMT for 19 years.
- Jim Colleary, who served for 46 years and whose passion was the ladder truck.

Mr. Rooney thanked them, on behalf of the town, for their service.

Cable TV Committee – update on status of non-profit. Warren Palley and Katelyn Willis, of the Cable TV Committee, and Atty. Peter Epstein met with the Board. Atty. Epstein discussed the advantages of having a non-profit access corporation and the possible make up of the corporation's Board. He suggested hiring an Executive Director who has a lot of energy and has done it before. It was voted unanimously to give approval for the committee to move forward with the non-profit request as outlined in the memo from Peter Epstein.

Sign Annual Licenses. Mr. Rooney read a letter from Tony's Beer and Wine requesting to withdraw. It was voted unanimously to withdraw Tony's Beer and Wine for 2013. Mr. Purple read the license categories into the record. It was voted unanimously to approve the licenses as listed in the packet, with the exception of Tony's Beer and Wine.

Reports.

Town Administrator

- There will be a meeting to get the results of the Northeastern University Economic Development Self-assessment.
- The Capital Budget Committee will hold their first meeting on December 5, 2012.
- Budget hearings were started this week.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the bid award for Route 9 water main extension to Aqua Line Utility, Inc for \$109,800.75
2. Approve the minutes of the November 20, 2012 meeting.
3. Approve the minutes of the November 20, 2012 Executive Session.
4. Accept a payment in lieu of taxes in the amount of \$18,000 from Harvard.
5. Accept the resignation of Anthony Rea from the Southborough Emergency Planning & Management Committee.
6. Appoint Nicole A. Neal, 154A Marlboro Road, Southborough, MA to the Southborough Cultural Arts Council, term to expire December 4, 2014.
7. Appoint Alexandra H. DeCollibus, 16A Stockwell Lane, Southborough, MA to the Southborough Cultural Arts Council, term to expire December 4, 2014.
8. Appoint Michael R. Krausert, 16A Stockwell Lane, Southborough, MA to the Southborough Cultural Arts Council, term to expire December 4, 2014.
9. Appoint Mark J. Purple, Town Administrator, to the following committees:
 - Municipal Technology Committee, term to expire June30, 2013
 - Site Plan Review Committee – Board of Selectmen designee, term indefinite
 - Southborough Emergency Planning & Management Committee – Town Administrator – LEPC [SARA TITLE III], term indefinite
 - Southborough Emergency Planning & Management Committee – Primary – Public Information Officer, term indefinite

WARRANTS [FY13]

60	\$2,523,189.29	11/302	TOWN PAYABLES
61	\$211.14	11/302	SCHOOL ENC. PAYABLES
62	\$75,991.80	11/302	SCHOOL PAYABLES
63	\$15,808.69	11/302	SCHOOL ENC. PAYABLES
64	\$20,706.93	11/302	SCHOOL PAYABLES
TOTAL	\$2,635,907.85		

65	\$513,799.48	12/7/12	TOWN PAYABLES
66	\$563,765.74	12/7/12	SCHOOL PAYABLES
67P	\$547,403.53	12/5/12	SCHOOL PAYROLL
68P	\$312,050.14	12/5/12	TOWN PAYROLL
TOTAL	\$1,937,018.89		

List of documents referred to at 12/4/2012 BOS meeting.

Class II License

- Letter from Atty. Paul Galvani dated November 16, 2012
- Letter from Town Clerk dated November 14, 2012
- Letter from Fire Chief dated November 20, 2012

Cable TV Committee

- Memo from Peter Epstein dated July 5, 2012

Licenses

- List of licenses to be renewed

Consent Agenda

- Letter from DPW Superintendent dated November 28, 2012
- November 20, 2012 minutes
- Letter from Harvard Medical School dated November 16, 2012
- Letter of resignation – Anthony Rea
- Town Volunteer form – Nicole Neal
- Town Volunteer form – Alexandra De Collibus
- Town Volunteer form – Michael Krausert

Meeting adjourned at 7:55 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary